



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

**Regular Board Meeting
Wednesday, April 17, 2019**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 17, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 3, 2019.
2. Approve Register of District Invoices.
3. Accept Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018.
4. Approve Board President to Sign and Submit a Letter of Opposition to Senate Bill 13.
5. Adopt and Present Proclamation 19-01 Thanking and Honoring Virgil Koehne for his 20 Years of Dedicated Service to the Town of Discovery Bay.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of March.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Accept Audited Financial Statements for FY 2017-18.

G. INFORMATIONAL ITEMS ONLY

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow) April 17, 2019.
2. Other Reportable Items.

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

1. Envision Contra Costa 2040 Project - Contra Costa County General Plan and Zoning Code Update.
2. GSA Update.

K. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for February 14, 2019.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for March 14, 2019.
3. Received – Discovery Bay P6 Citizen Advisory Committee meeting minutes for January 9, 2019.
4. Received – East Contra Costa Fire Protection District meeting minutes for March 13, 2019.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on May 1, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 3, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Director Leete.
3. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Representing the Pickleball players; raising funds and request to the Board to consider funds for the Pickle Ball Courts.
- Agenda Item C-4 Letter of Opposition to Assembly Bill 1486 and C-5 Letters of Support to ACA 1.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for March 20, 2019.
2. Approve Register of District Invoices.
3. Approve HERWIT Engineering to prepare the 2019-2020 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2019-02.
4. Approve the Board President to Sign and Submit a Letter of Opposition to Assembly Bill 1486.
5. Approve the Board President to Sign and Submit Letters of Support to ACA 1.

Motion by: Vice-President Pease to approve the Consent Calendar.

Second by: Director Leete.

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided the details regarding the general plan, building codes, and the General Plan Community meeting which will be held at the Community Center on Wednesday, April 24, 2019 at 6:00 p.m.
2. Sheriff's Office Report – Crime Prevention Specialists Fontenot– Provided the details of the Sheriff Report regarding the reported activity for the month; increase mail theft and fraud. There was discussion regarding Park and Ride.
3. CHP Report – Officer Thomas provided an update for the month of March; arrests, citations, and a task force formed (Officer Thomas, Oakley Police Department, Pittsburg Police Department, Antioch Police Department) will be in Discovery Bay next month, and update regarding license plates. There was discussion regarding the dates for the Discovery Bay Task Force and Highway 4 and Discovery Bay Boulevard.
4. East Contra Costa Fire Protection District Report – no report.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Croce, Sanguinetti, & Vander Veen – Financial Audit.

Finance Manager Breitstein – Introduced audit representative Pauline Sanguinetti and also stated that the Financial Audit will be brought to the next meeting for adoption.

Pauline Sanguinetti with Croce, Sanguinetti, & Vander Veen – Provided the details of the June 30 2018 - Draft Financial Statements; highlighted sections of the Financial Statements.

Public Comment Regarding:

- Prop 218, cash flow, Zone 8, and water/sewer cash flow.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Eliminating or Refurbishing or Building a New Community Center Pool.

General Manager Davies – Provided a presentation regarding the Community Center Pool; three options with estimated costs for a Small, Medium, or Large “L” Shape 6 Lane Competitive Pool, recommendations from Parks and Recreation and Finance Committees, along with alternatives; eliminate the pool, refurbish the pool, or build a new pool.

Public Comments Regarding:

- Support of a larger pool; for recreational purposes and for the River Otters.
- Support of a larger pool; future investment, serves many residents, and opportunity for decades.
- Support of a larger pool; great opportunity for the community, and the swim team.
- Support of a larger pool; starting the River Otter Team, local volunteering, and make Discovery Bay a better place.
- Refurbish the pool; estimates/bids for a larger pool, extra revenue and costs, Hofmann funds to be used for other things; landscaping, Community Center, parks, and tennis courts.
- Not in support of a larger pool; current revenue, possible increase with a new pool, if no revenue increase will the deficit come from resident tax money.
- Refurbish the pool; maintain what the Town already has; current issues with assets, funding for other assets (budget for either a new pool or other assets).
- Support of a larger pool; River Otters has brought families together, outgrown the pool, and a larger pool will be an investment for the community,
- Support of a larger pool; benefit to the community, revenue and business increase.
- Support of a larger pool; investment to our Community and help with home sales/property values.
- Refurbishing the pool; spend funds in other areas; landscaping and park improvements (also voicing the opinion of those unable to attend).
- Support of a larger pool; River Otters is family orientated

There was discussion regarding the process of building a new pool and to proceed to the next step of evaluating cost; engineering design (\$65,000 rough estimate), submit for RFP (may be other associated costs), wait for the bids to be returned, and bring back to the Board. Also, the Finance Committee has had discussions regarding the pool being an aquatic center.

Motion by: Director Leete to recommend the approval of the process 3) Build New Pool, within the Staff Report and refer the matter to Staff and the Parks and Recreation Committee to develop a scope of work for design of the facility within the budget that is indicated in the Staff Report. Once complete by Staff and the Parks and Recreation Committee what the facility might entail and precise cost, then return to the Board.

Second by: President Mayer.

There was discussion regarding the public comment related to the use of the entire Hofmann funds; retain some of the Hofmann funds for other areas, obtaining an RFP for a firm bid, and clarification of the motion.

Motion by: Director Leete/Restated – Parks and Recreation Committee in conjunction with Staff develop a scope of work for the design of the pool (L-Shape), come back with a scope of work for a design (within the dollar amounts discussed) and once complete bring back to the Board for that approval, have an estimated cost; Parks and Recreation Committee and Staff will bring back to the Board what was presented from the designer that works within the budgeted amounts discussed this evening.

There was discussion regarding the motion; twostep process/ bring back to the Board; 1) Approve the designer, 2) Board to decide if to approve the pool or not. The discussion continued regarding the Parks and Recreation Committee and Staff to work with a qualified design firm to prepare proposal and bring back to the Board. Additional discussion regarding; pool location, best location for the pool, a Master Plan (very expensive) for the Community Center, and clarity regarding the motion and funds to be included.

Legal Counsel Attebery: Restated the process (three step); RFP to design the pool and an estimate/cost to prepare the designs necessary for an RFP, before contract is awarded, the motion would be to bring back the design contract with no money spent until the design contract is presented and take action for the design (rough estimate \$65,000), if the Board decides to design the pool, spend the \$65,000 to design the pool come back after the design, then go out for an RFP with delivery of bids with an exact amount/cost of the pool.

There was additional discussion regarding the process and the motion.

General Manager Davies – Clarified the stated motion; Solicit potential scope of work from 2 or 3 pool design companies, bring back to the Parks and Recreation Committee, then the Parks and Recreation Committee will recommend to the Board to possibly move forward based on the scope of work and cost to only design a pool that would fall in the budget.

Director Leete – Stated that is the motion

Vote: Motion Carried – AYES: 5, NOES: 0

H. MANAGER'S REPORT

Water and Wastewater Manager Koehne – Provided an update regarding March 2019 water reduction 52% lower than 2013.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a.** Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) March 21, 2019. Director Pease provided the details of the Water and Wastewater Committee meeting; NPDES Permit, Ultraviolet Light, and the Denitrification Projects. There was discussion regarding the Denitrification Project.
- b.** Special Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer) March 25, 2019. Director Leete provided the details from the Special Finance Committee meeting related to the pool project.

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

None.

K. CORRESPONDENCE RECEIVED

- 1.** East Contra Costa Fire Protection District Finance Committee meeting minutes for February 19, 2019.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

- 1.** The meeting adjourned at 8:30 p.m. to the next regular meeting of April 17, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-09-19

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

April 17, 2019

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 758,503.35

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2018/2019.

AGENDA ITEM: C-2

For The Meeting On April 17, 2019
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

U.S. Bank	\$426,307.32
Veolia Water North America	\$135,058.44
Lighthouse Electrical, Inc.	\$71,885.14
Town of Discovery Bay CSD	\$61,557.94
CaliforniaChoice Benefit Admin	\$14,554.28
U.S. Bank Corporate Payment System	\$13,867.55
Badger Meter	\$5,568.73
Stantec Consulting Services Inc	\$4,880.00
RoDon Corporation	\$4,549.50
Mt. Diablo Resource Recovery	\$3,792.26
Liberty Union High School District	\$2,773.80
Freedom Mailing Service, Inc	\$2,687.01
Du-All Safety	\$1,700.00
Matrix Trust	\$840.90
Karina Dugand	\$804.00
Verizon Wireless	\$763.24
Univar	\$749.11
Tree West	\$720.00
Robert Leete	\$690.00
William Mayer	\$690.00
Kevin Graves	\$565.20
Bryon Gutow	\$556.20
Comcast	\$474.48
Bill Pease	\$460.00
Brentwood Ace Hardware	\$371.60
ReliaStar Life Insurance Company	\$275.00
UPS	\$211.44
Denalect Alarm Company	\$202.41
Department of Justice	\$196.00
Smearred Paint	\$150.00
SDRMA	\$133.42
UniFrist Corporation	\$128.01
Office Depot	\$117.60
Michael Davies	\$75.76
Lucia Peters	\$67.50
Cintas	\$55.38
Water Utility Customer	\$24.13
	\$758,503.35



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

April 17, 2019

Prepared By: Sue Heint, Executive Assistant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Accept Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018.

Recommended Action

Accept the Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018.

Executive Summary

The preparation of a Consumer Confidence Report (CCR) is required by Health & Safety Code §116470 and California Code of Regulations, Title 22, Article 20. In 1996, Congress amended the Safe Drinking Water Act (SDWA), adding a requirement that water systems deliver to their customers a brief Annual Water Quality Report.

The attached draft Annual Water Quality/Consumer Confidence Report for 2018 includes information on the Town's source water, levels of any detected contaminants, and compliance with drinking water regulations (including monitoring requirements), along with some educational information. We are pleased to highlight that the Town's reporting levels are all within normal parameters and there are no reportable violations.

In addition to providing our customers with mandated water quality reporting, the Annual Water Quality/Consumer Confidence Report also provides helpful water use information with the article, "Making Water Conservation a California Way of Life."

Once accepted by the Board, the Annual Water Quality/Consumer Confidence Report will be bulk printed and mailed to our residential and commercial water customers for delivery on or before July 1, 2019.

Previous Relevant Board Actions for This Item

Attachments

Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2018.

AGENDA ITEM: C-3

Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.



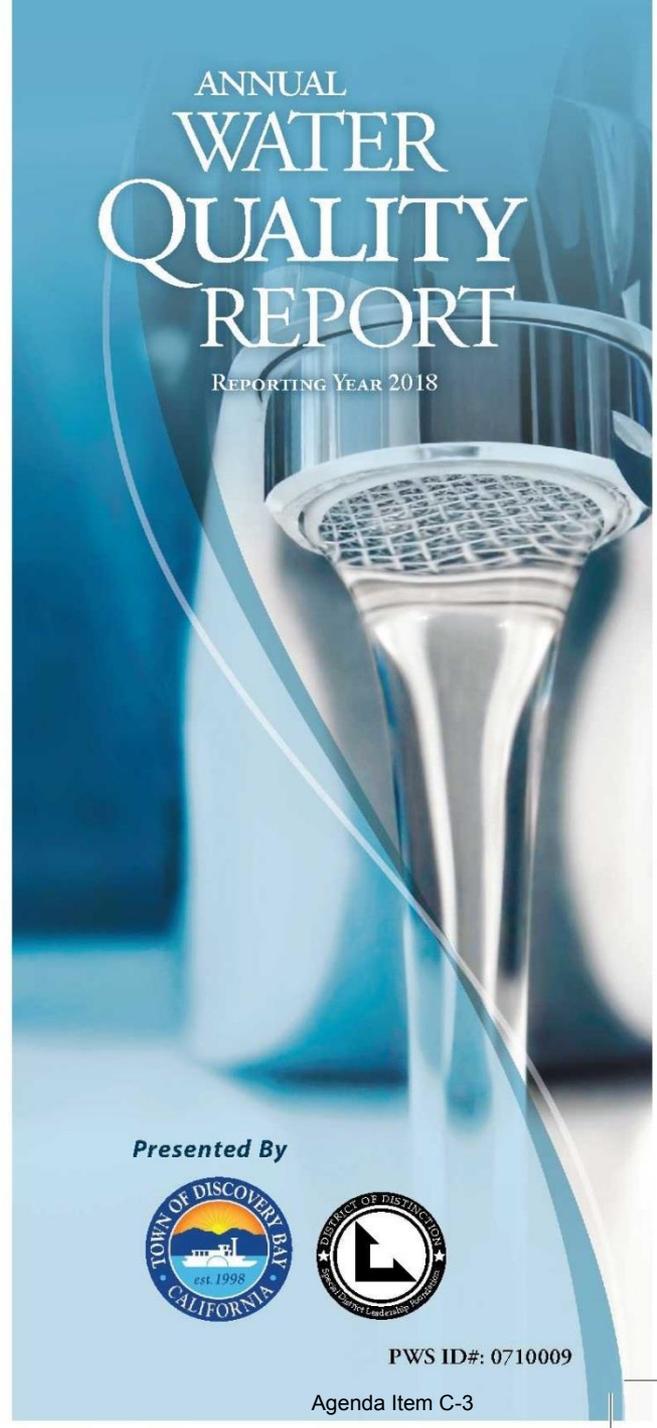
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

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CA001154-1

ANNUAL WATER QUALITY REPORT

REPORTING YEAR 2018



Presented By



PWS ID#: 0710009

Our Mission Continues

We are once again pleased to present our annual water quality report covering all testing performed between January 1 and December 31, 2018. Over the years, we have dedicated ourselves to producing drinking water that meets all state and federal standards. We continually strive to adopt new methods for delivering the best-quality drinking water to you. As new challenges to drinking water safety emerge, we remain vigilant in meeting the goals of source water protection, water conservation, and community education while continuing to serve the needs of all our water users.

Please remember that we are always available should you ever have any questions or concerns about your water. If you have any questions about this report or concerns about your water services, please contact the Town of Discovery Bay CSD District Office at (925) 634-1131 or visit our website at www.toddb.ca.gov. We want you to be informed about your water quality and water services, and we welcome any questions or concerns.

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.



Making Water Conservation a California Way of Life

The past five years have brought both historic drought and flooding to California, which experiences the most extreme variability in yearly precipitation in the continental United States. Although recent rains have significantly improved our water supply, variability marks California water resources not just year to year, but also by season and location. Our water systems routinely move water hundreds of miles to serve large cities and immense agricultural productivity but also must help sustain ecologically valuable river and estuary systems. Widespread, careful use of water will help us cope no matter how conditions change. We must always be prepared for extreme fluctuations and use water more wisely, eliminate waste, strengthen local drought resiliency, and improve agricultural water use efficiency and drought planning.

Water Conservation Is Part of the California Lifestyle

AROUND THE YARD

On average, Californians use 30 to 60 percent of their water outdoors. Here are some easy outdoor tips to reduce water use.

WHAT SHOULD I PLANT?

- Drought-resistant trees and plants save 30 to 60 gallons per 1,000 square feet each time.
- Install drip irrigation and add a smart controller: Saves 15 gallons each time you water and saves 24 or more gallons per day.
- Set mower blades to 3 inches: Encourages deeper roots and saves 16 to 50 gallons per day.
- Reimagine your yard. Feed your vegetables and fruit water first because they feed you!
- Water-wise plants and shade trees use little or no water once established. Thirsty plants such as lawn and container plants are the lowest priority. If you have to cut back, start here.
- Adjust sprinkler heads and fix leaks: Saves 12 to 15 gallons each time you water. A leak about as small as the tip of a ballpoint pen can waste about 6,300 gallons of water per month!
- Use a broom to clean outdoor areas: Saves 8 to 18 gallons a minute.
- Use mulch: Saves 20 to 30 gallons per 1,000 square feet each time you water.

AROUND THE HOUSE

- Californians use an average of 196 gallons of water per day. Here are some easy ways to reduce water use.
- Fix leaks: Saves 110 gallons each month.
- Fill the bathtub half-way or less: Saves 12 gallons per bath.
- Recycle indoor water and use for plants: Saves gallons of water each month.
- Install a high-efficiency toilet: Saves 19 gallons per person per day.
- Turn off water when brushing teeth or shaving: Saves 10 gallons per person per day.
- Wash full loads of clothes and dishes: Washer saves 15 to 45 gallons per load. Dishwasher saves 5 to 15 gallons per load.
- Install aerators: Saves 1.2 gallons per person per day.



Test Results

Our water is monitored for many different kinds of substances on a very strict sampling schedule, and the water we deliver must meet specific health standards. Here, we only show those substances that were detected in our water (a complete list of all our analytical results is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink; our goal is to keep all detects below their respective maximum allowed levels.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

REGULATED SUBSTANCES							
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	PHG (MCLG) [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Arsenic (ppb)	2018	10	0.004	3	ND-5	No	Erosion of natural deposits; runoff from orchards; glass and electronics production wastes
Barium (ppm)	2018	1	2	ND	ND-0.30	No	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Chlorine Residual (ppm)	2018	[4.0]	[4]	0.54	0.43-0.70	No	By-product of drinking water disinfection
Fluoride (ppm)	2018	2.0	1	0.3	0.2-0.4	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Gross Alpha Particle Activity (pCi/L)	2018	15	(0)	3	ND-5.27	No	Erosion of natural deposits
Haloacetic Acids (ppb)	2018	60	NA	8	5-10	No	By-product of drinking water disinfection
Selenium (ppb)	2018	50	30	ND	ND-8	No	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive)
TTHMs [Total Trihalomethanes] (ppb)	2018	80	NA	46	23-57	No	By-product of drinking water disinfection

Tap water samples were collected for lead and copper analyses from sample sites throughout the community

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AL	PHG (MCLG)	AMOUNT DETECTED (90TH %ILE)	SITES ABOVE AL/TOTAL SITES	VIOLATION	TYPICAL SOURCE
Copper (ppm)	2018	1.3	0.3	0.34	0/40	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (ppb)	2018	15	0.2	3.8	0/40	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits

SECONDARY SUBSTANCES							
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	PHG (MCLG)	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Chloride (ppm)	2018	500	NS	189	86-594	No	Runoff/leaching from natural deposits; seawater influence
Color (Units)	2018	15	NS	3	ND-10	No	Naturally occurring organic materials
Odor-Threshold (TON)	2018	3	NS	ND	ND-1	No	Naturally occurring organic materials
Specific Conductance (µmho/cm)	2018	1,600	NS	1,301	937-2,660	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2018	500	NS	80	40.8-108	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2018	1,000	NS	745	540-1,470	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2018	5	NS	0.3	0.1-0.5	No	Soil runoff

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

LRAA (Locational Running Annual Average): The average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters. Amount Detected values for TTHMs and HAAs are reported as the highest LRAAs.

µmho/cm (micromhos per centimeter): A unit expressing the amount of electrical conductivity of a solution.

µS/cm (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable

ND (Not detected): Indicates that the

UNREGULATED AND OTHER SUBSTANCES¹

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	AMOUNT DETECTED	RANGE LOW-HIGH	TYPICAL SOURCE
Aggressiveness Index	2018	12.5	12.2–12.6	NA
Alkalinity (ppm)	2018	295	250–350	NA
Boron ² (ppm)	2018	2.8	2.2–4.1	NA
Calcium (ppm)	2018	47	29–75	NA
Hardness (ppm)	2018	214	130–356	Sum of polyvalent cations present in the water, generally magnesium and calcium, usually naturally occurring
Langelier Index	2018	0.6	0.4–0.7	NA
Magnesium (ppm)	2018	24	14–41	NA
pH (Units)	2018	8	7.8–8.2	NA
Sodium (ppm)	2018	208	126–442	Naturally occurring in the environment
Vanadium ³ (ppm)	2018	ND	ND–0.003	NA

¹Unregulated contaminant monitoring helps U.S. EPA and the State Water Resources Control Board to determine where certain contaminants occur and whether the contaminants need to be regulated.

²Some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of having babies with developmental effects, based on studies in laboratory animals.

³Vanadium exposures resulted in developmental and reproductive effects in rats.

Source Water Assessment

Vulnerability assessments are required for all new sources under the California Waterworks Standards (Chapter 16 of Title 22, CA Code of Regulations). Well 1B is considered most vulnerable to automobile gas stations and unauthorized dumping, which are not associated with any detected contaminants. Well 2 is considered most vulnerable to automobile gas stations, historic gas stations, known contaminant plumes, unauthorized dumping, and photo processing/printing waste, which are not associated with any detected contaminants. Well 4A is considered most vulnerable to unauthorized dumping, automobile gas stations, and agricultural drainage, which are not associated with any detected contaminants. Wells 6 and 7 are considered most vulnerable to known contaminant plumes, dry cleaners, and unauthorized dumping, which are not associated with any detected contaminants. A source assessment is not available for Well 5A.

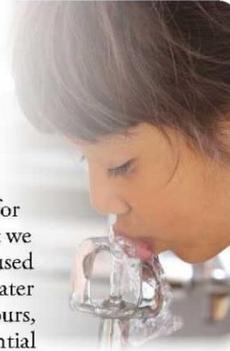
A copy of the complete assessment may be viewed at the California State Water Resources Control Board Division of Drinking Water, 850 Marina Bay Parkway, Building P-2, Richmond, California. You may request a summary of the assessment by contacting Eric Swing, Associate Sanitary Engineer, at (510) 620-3604 or Eric.Swing@waterboards.ca.gov.

“ We remain vigilant in delivering the best-quality drinking water ”

Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water

has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at (800) 426-4791 or at www.epa.gov/safewater/lead.



DRAFT

Getting Involved with the Community

If you want to learn and get involved with your community, please attend the regularly scheduled meetings of the Town of Discovery Bay Community Services District Board of Directors. They are held on the first and third Wednesday of each month at 7:00 p.m. at the Town of Discovery Bay Community Center, located at 1601 Discovery Bay Boulevard. Please also check our website at www.toddb.ca.gov for news, current and past agendas and minutes of our board meetings, and issues that affect our community.

Board Members for 2019

Bill Mayer, President Bob Leete, Director
 Bill Pease, Vice President Bryon Gutow, Director
 Kevin Graves, Director

not found by laboratory analysis.

NS: No standard

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

pCi/L (picocuries per liter): A measure of radioactivity.

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

SMCL (Secondary Maximum Contaminant Level): These standards are developed to protect aesthetic qualities of drinking water and are not health based.

TON (Threshold Odor Number): A measure of odor in water.

Where Does Our Water in Discovery Bay Come From?

The Town of Discovery Bay CSD obtains its water from six groundwater wells underlying the community. It then flows through two water treatment facilities that remove iron and manganese present in our groundwater sources. The average depth of our wells is approximately 400 feet.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

April 17, 2019

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Board President to Sign and Submit a Letter of Opposition to Senate Bill 13.

Recommended Action

Authorize the Board President to sign and submit a letter of opposition to Senate Bill 13.

Executive Summary

Senator Bob Wieckowski (D-Fremont) is authoring Senate Bill 13, which would prohibit impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and significantly limit the impact fees that can be charged for larger ADUs. Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways special districts can offset the indirect costs of growth. Impact fees are critical for park, fire protection, and other types of districts trying to recoup their costs for providing infrastructure and services to new ADU developments.

New restrictions on impact fees could not come at a more critical time for the bottom line of fire services already stretched thin by California's ever more dangerous fire season. Impact fees pay for increasing firefighting capacity, acquiring new personnel, facilities, vehicles, and equipment to maintain service levels and protect the lives and property within new structures, including ADUs. With substantial increases in neighborhood density, comes the need to increase crews and purchase additional fire response apparatus.

Recreation and park districts are also dependent on impact fees to establish new parks as neighborhoods grow. Park fees were implemented during the post war boom to ensure that all California neighborhoods would have access to parks and open space. Some park districts report being dependent on Quimby and park development fees for up to three quarters of all their revenue.

Impact fees are an important tool for special districts to provide services, infrastructure, and quality of life for local communities. The impact fee caps in SB 13 will reduce local government funding for quality of life investments.

SB 13 is substantially similar to SB 831 (Wieckowski), which CSDA members strongly opposed in 2018. SB 831 was ultimately stopped due to the overwhelming opposition from special districts.

CSDA has taken an oppose position on SB 13. The bill has already passed the Senate Housing Committee and will be heard in Senate Governance and Finance Committee in April.

To read the Bill text: http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB13

Previous Relevant Board Actions for This Item

Attachments

Letter of Opposition to SB 13.

AGENDA ITEM: C-4



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

April 17, 2019

The Honorable Bob Wieckowski
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Senate Bill 13 (Wieckowski) – Oppose [As Amended March 11, 2019]

Dear Senator Wieckowski:

The **Discovery Bay Community Services District** is respectfully opposed to Senate Bill 13. SB 13 prohibits impact fees on Accessory Dwelling Units (ADUs) smaller than 750 square feet and significantly limits the impact fees that may be charged to larger ADUs. The Discovery Bay Community Services District provides water, wastewater, lighting, landscaping, parks and recreation services to over 15,000 residents.

Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways that special districts can offset the indirect costs of growth. Impact fees are critical for park, fire protection, and other types of districts trying to recoup their costs for providing infrastructure and services to new accessory dwelling unit developments.

Impact fees are an important tool for special districts to provide services, infrastructure, and quality of life for local communities. The impact fee caps in SB 13 will reduce local government funding and quality of life investments. For these reasons, the Discovery Bay Community Services District respectfully opposes SB 13 unless it is amended.

Sincerely,

**Bill Mayer, President of the Board of Directors
Town of Discovery Bay**

CC: Francisco Montes, Office of Senator Bob Wieckowski [francisco.montes@sen.ca.gov]
Assembly Member Jim Frazier
Senator Steven Glazer
Rylan Gervase, Legislative Representative, California Special Districts Association [advocacy@csla.net]

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

PROCLAMATION NO. 19-01

WHEREAS, Virgil Koehne as a young man lived, worked and played on the great island of Oahu; and

WHEREAS, Virgil as an adult voyaged across the Pacific Ocean to begin employment as a computer operator in AT&T's Data Center in California; and

WHEREAS, during his tenure with AT&T, Virgil's true talent as a problem solver and innovator promoted him through the company; and

WHEREAS, Virgil is a devoted husband to his wife, Renee, and a supportive father and grandfather to three children and three grandchildren; and

WHEREAS, Virgil's energy and selfless passion for helping others became a lifelong devotion to volunteerism and community service; and

WHEREAS, upon retirement from AT&T Virgil desired to live, work and play in Discovery Bay, and so he did; and

WHEREAS, Virgil was on the first Board of Directors of Discovery Bay Community Services District ("District") in 1998 as a "Founding Father" of District formation; and

WHEREAS, Virgil became the first employee of the District, and began his duties with only a truck and a hammer; and

WHEREAS, he served the District as a General Manager and as a Water and Wastewater Manager with over 20 years of distinction and accomplishments; and

WHEREAS, Virgil is retiring from the District effective April 30, 2019, and has announced that from time to time he will voyage the Pacific Ocean and live, volunteer and play on San Juan Island.

NOW, THEREFORE, BE IT RESOLVED that we, the Board of Directors of the Town of Discovery Bay, hereby approve this proclamation thanking and honoring VIRGIL KOEHNE for his over twenty years of devoted service to this District and to the people of Discovery Bay ~ MAHALO!

APPROVED AND ADOPTED this 17th day of April 2019.

President Bill Mayer

Vice-President Bill Pease

Director Kevin Graves

Director Robert Leete

Director Bryon Gutow

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

March 2019

3503 Days of Safe Operations
172,458 worked hours without a recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **LoTo**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**
- **Annual Bio-solids report (EPA)**

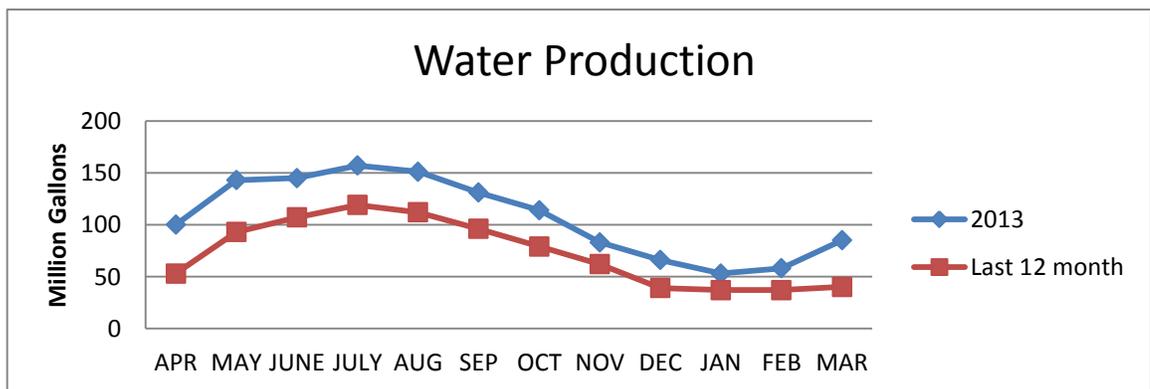
WATER SERVICES

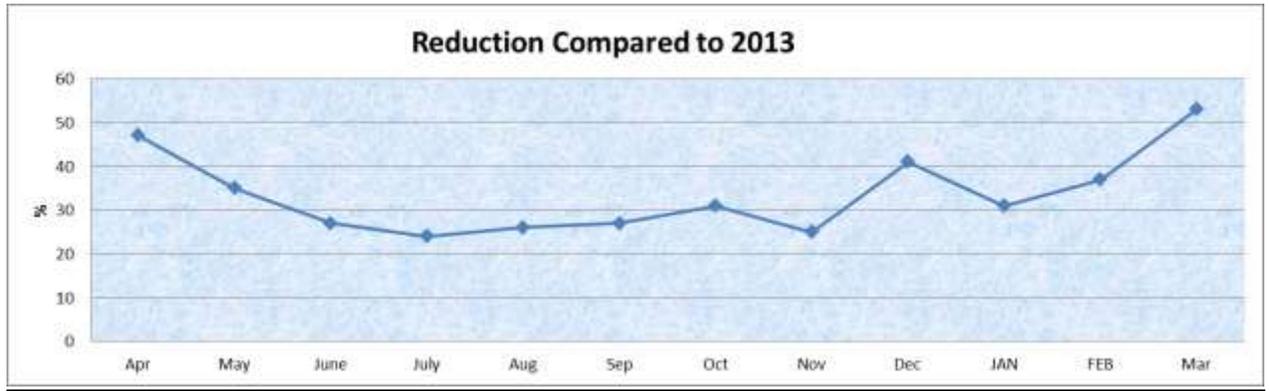
Groundwater Well:

- 1B - Active
- 2 – Under rehab
- 4 – Under rehab
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
37	37	40			
July	August	September	October	November	December





Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Feb Lab Data</i>	<i>Mar Lab Data</i>
Flow, MG Effluent, monthly total		35	34
Flow, MG Daily Influent Flow, avg.	N/A	1.5	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.3	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	11	11
Effluent TSS, lbs/d, monthly avg.	200*	8	10
Effluent BOD ₅ , mg/L, monthly avg.	20	1	1
Effluent TSS, mg/L, monthly avg.	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	79	2
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2170	2200

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 39

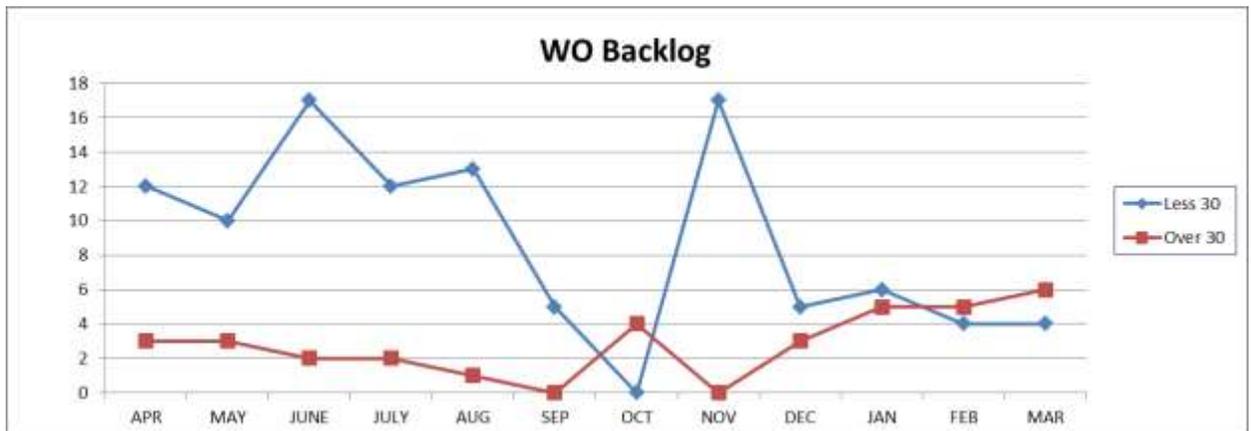
Performed weekly lift station inspections

Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:



Call & Emergency Response

Call Outs	Emergencies
6	0

Regular Hours	Overtime
1440	26

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT**

JUNE 30, 2018

Working Draft



CROCE, SANGUINETTI, & VANDER VEEN

INC.

CERTIFIED PUBLIC ACCOUNTANTS

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Independent Auditors' Report

To the Board of Directors
Town of Discovery Bay Community
Services District
Discovery Bay, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District (District)** as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 22, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants
Stockton, California
March 22, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

Working Draft

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

This narrative overview and analysis of the Town of Discovery Bay Community Services District's (District) financial activities for the fiscal year ended June 30, 2018 has been provided by the management of the District. The management's discussion and analysis is intended to serve as an introduction to the District's financial statements which follow this section and is recommended to be reviewed in conjunction with them.

Financial Highlights

- The District's net position increased by \$557,613 over the prior year, including a \$103,609 decrease in net position of governmental activities, and a \$661,222 increase in net position of business-type activities. The District's net position is now \$46,890,944.
- Total assets of the District were \$69,473,216 with capital assets at \$51,304,192 net of accumulated depreciation. Current, non-current and other assets were \$18,169,024.
- Total liabilities were \$22,582,272 consisting of long-term liabilities of \$21,526,700 and other current liabilities of \$1,055,572.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$46,890,944 (net position). Of this amount, \$17,021,752 (unrestricted net position) may be used to meet the District's ongoing obligations, and \$29,869,192 is net investment in capital assets.
- On the current financial resources basis, the District's governmental fund revenues exceeded expenditures (including \$11,875 in capital outlay expenditures) by \$76,836. The proprietary fund revenues exceeded expenses by \$661,222.
- At year-end, there was \$1,613,953 in cash and investments to fund future governmental activities, and \$16,073,984 in cash and investments to fund future business-type activities.

Overview of the Financial Statements

The District's financial statements are comprised of three components: government-wide financial statements, fund financial statements and notes to financial statements including required supplementary information.

Government-wide and fund financial statements present the results of operations for different functions of the District as follows:

1. **Government-wide financial statements** provide both long-term and short-term information about the District's overall financial position in a manner similar to private-sector business.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

Overview of the Financial Statements (Continued)

The **Statement of Net Position** displays all of the District's assets and liabilities, with the difference between the two reported as net position. The **Statement of Activities** provides all current year revenues and expenses on an accrual basis of accounting regardless of when cash is received or paid. These two government-wide statements report the District's net position and how they have changed during the fiscal year. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or weakening.

The government-wide financial statements separately present the District's functions as follows:

- **Governmental activities** include services financed mainly through property taxes. The District's general, lighting and landscaping and community center services comprise its governmental activities.
 - **Business-type activities** include services financed, in whole or in part, by fees paid by those who directly benefit from the service. The District's business-type activities include providing water and wastewater services to the residents of the District.
2. **Fund financial statements** focus on the individual functions of the District, and report the District's operations in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control their resources that are legally restricted or otherwise earmarked for special purposes. The District reports its fund financial statements in the following two categories:
- **Governmental funds** are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on 1) short-term inflows and outflows of expendable resources, and 2) the resources remaining at the end of the fiscal year that are available for future use. Because the focus of governmental funds is narrower than the government-wide financial statements, a reconciliation that explains the relationship (or differences) between them is presented following each of the governmental fund statements.
 - **Proprietary funds** are used to report the same functions presented as business-type activities in the government-wide financial statements in more detail.

Notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

Financial Analysis of the Government-wide Financial Statements

A review of net position over time may serve as a useful indicator of the District's financial position. Net position represents the difference between the District's assets and liabilities. As of June 30, 2018, the District's net position was \$46,890,944, an increase of \$557,613 from prior year. The following table outlines the District's net position by function for the current and prior fiscal years.

Town of Discovery Bay Community Services District Net Position
(rounded to the nearest dollar)
As of June 30, 2018 and 2017

	Governmental Activities		Business-type Activities		Total		Variance \$
	2018	2017	2018	2017	2018	2017	
Assets							
Current and other assets	\$ 1,658,503	\$ 1,567,115	\$ 16,460,202	\$ 17,128,061	\$ 18,118,705	\$ 18,695,176	\$ (576,471)
Non-current assets	-	-	50,319	52,416	50,319	52,416	(2,097)
Capital assets, net	<u>2,086,151</u>	<u>2,266,596</u>	<u>49,218,041</u>	<u>49,212,452</u>	<u>51,304,192</u>	<u>51,479,048</u>	<u>(174,856)</u>
Total assets	<u>3,744,654</u>	<u>3,833,711</u>	<u>65,728,562</u>	<u>66,392,929</u>	<u>69,473,216</u>	<u>70,226,640</u>	<u>(753,424)</u>
Liabilities							
Current liabilities	150,974	136,422	904,598	1,707,837	1,055,572	1,844,259	(788,687)
Non-current liabilities	<u>10,892</u>	<u>10,892</u>	<u>21,515,808</u>	<u>22,038,158</u>	<u>21,526,700</u>	<u>22,049,050</u>	<u>(522,350)</u>
Total liabilities	<u>161,866</u>	<u>147,314</u>	<u>22,420,406</u>	<u>23,745,995</u>	<u>22,582,272</u>	<u>23,893,309</u>	<u>(1,311,037)</u>
Net Position							
Invested in capital assets	2,086,151	2,266,596	27,783,041	27,437,452	29,869,192	29,704,048	165,144
Unrestricted	<u>1,496,637</u>	<u>1,419,801</u>	<u>15,525,115</u>	<u>15,209,482</u>	<u>17,021,752</u>	<u>16,629,283</u>	<u>392,469</u>
Total net position	<u>\$ 3,582,788</u>	<u>\$ 3,686,397</u>	<u>\$ 43,308,156</u>	<u>\$ 42,646,934</u>	<u>\$ 46,890,944</u>	<u>\$ 46,333,331</u>	<u>\$ 557,613</u>

By far the largest portion of the District's net position (64%) reflects its net capital assets (e.g., land, buildings and improvements, equipment, etc.). The District uses its capital assets to provide the services it is responsible for and those assets don't represent future expendable resources. The second largest portion of the District's net position, approximately 36%, reflects its unrestricted net position, which may be used to meet the government's ongoing obligations.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

Financial Analysis of the Government-wide Financial Statements (Continued)

The following table displays the change in the District's net position for the year ended June 30, 2018.

Town of Discovery Bay Community Services District Change in Net Position

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Revenues						
Program revenues						
Charges for services	\$ 142,679	\$ 143,279	\$ 9,903,251	\$ 8,729,817	\$ 10,045,930	\$ 8,873,096
Operating grants and contributions	-	-	-	-	-	-
Capital grants and contributions	-	-	-	-	-	-
General revenues						
Property taxes	648,145	634,351	-	-	648,145	634,351
Assessments	133,676	127,033	-	-	133,676	127,033
Investment income	-	-	10,689	2,671	10,689	2,671
Other	<u>315,418</u>	<u>337,430</u>	<u>168,248</u>	<u>78,284</u>	<u>483,666</u>	<u>415,714</u>
Total revenues	<u>1,239,918</u>	<u>1,242,093</u>	<u>10,082,188</u>	<u>8,810,772</u>	<u>11,322,106</u>	<u>10,052,865</u>
Expenses						
General government	120,854	146,584	-	-	120,854	146,584
Community center	2,110	2,110	-	-	2,110	2,110
Lighting and landscaping						
Zone 8	989,937	1,095,703	-	-	989,937	1,095,703
Lighting and landscaping						
Zone 9	97,040	149,175	-	-	97,040	149,175
Water	-	-	3,412,240	2,884,204	3,412,240	2,884,204
Sewer	-	-	5,266,022	4,571,601	5,266,022	4,571,601
Financing authority	-	-	<u>876,290</u>	<u>750,025</u>	<u>876,290</u>	<u>750,025</u>
Total expenses	<u>1,209,941</u>	<u>1,393,572</u>	<u>9,554,552</u>	<u>8,205,830</u>	<u>10,764,493</u>	<u>9,599,402</u>
Transfers	<u>(133,586)</u>	<u>(170,387)</u>	<u>133,586</u>	<u>170,387</u>	-	-
Change in net position	(103,609)	(321,866)	661,222	775,329	557,613	453,463
Net position, beginning of year	<u>3,686,397</u>	<u>4,008,263</u>	<u>42,646,934</u>	<u>41,871,605</u>	<u>46,333,331</u>	<u>45,879,868</u>
Net position, end of year	<u>\$ 3,582,788</u>	<u>\$ 3,686,397</u>	<u>\$43,308,156</u>	<u>\$42,646,934</u>	<u>\$46,890,944</u>	<u>\$46,333,331</u>

The \$557,613 increase in net position is attributed to each function as follows:

Governmental Activities

- Property tax revenue increased by \$13,794 due to an increase in assessed values of properties during the year related to more positive economic conditions than in the past.
- Other revenue decreased by \$22,012 due to a decrease in reimbursements.
- Expenses decreased \$183,631 (13%) due to a decrease in repairs and maintenance and facility maintenance-landscaping related expenses.

(Continued)

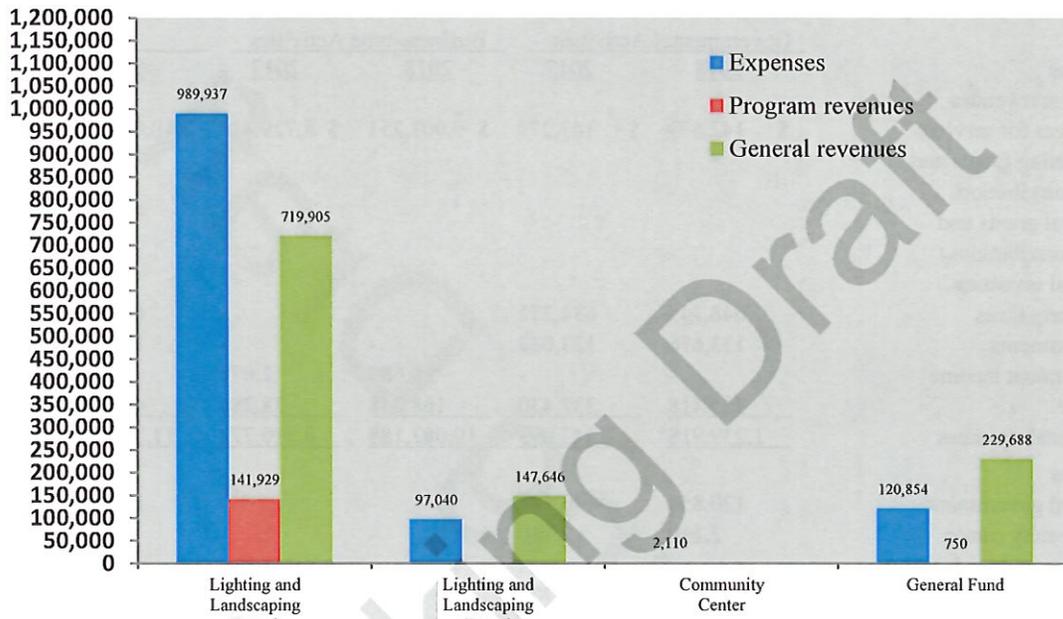
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

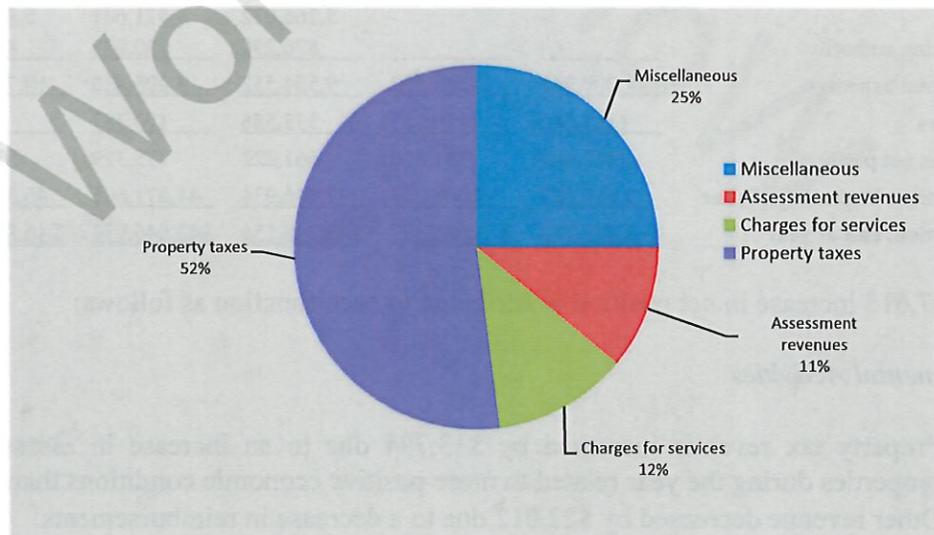
June 30, 2018

Financial Analysis of the Government-wide Financial Statements (Continued)

Expenses and Revenues - Governmental Activities



Revenues by Source - Governmental Activities



(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management’s Discussion and Analysis

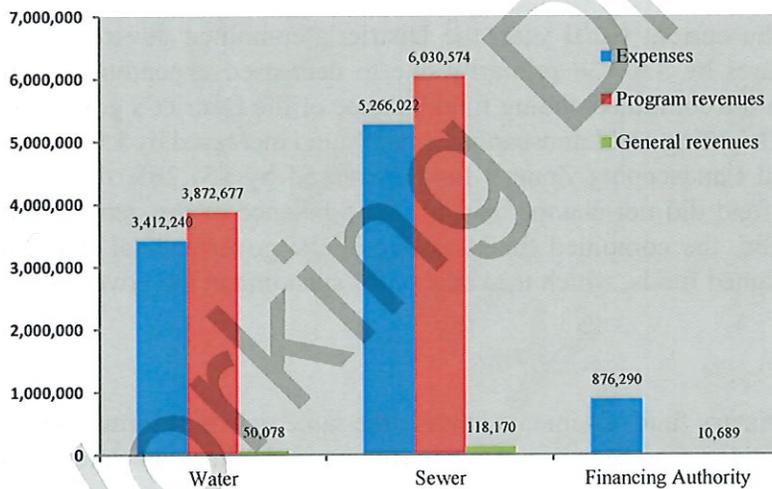
June 30, 2018

Financial Analysis of the Government-wide Financial Statements (Continued)

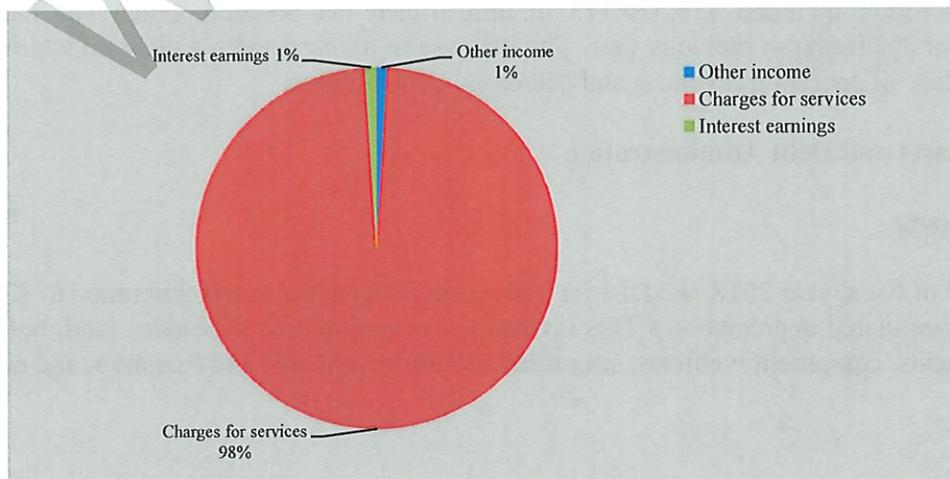
Business-type Activities

- Charges for services increased \$1,173,434 (13%) due to an increase in water and sewer rates and connection fees.
- Other revenues increased \$89,964 (115%) due to an increase in reimbursement revenue.
- Expenses increased \$1,348,722 (16%) primarily due to an increase in professional fees, repairs and maintenance, and utilities.

Expenses and Revenues - Business-type Activities



Revenues by Source - Business-type Activities



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's governmental funds is to provide information on the short-term inflows and outflows and balances of current expendable resources. In particular, the *unassigned fund balance* presented in the balance sheet may serve as a useful measure of the District's resources available for spending at the end of its fiscal year.

As of the end of the current fiscal year, the District's combined governmental fund revenues exceeded expenditures by \$76,836 primarily due to decreased expenditures. This resulted in a \$76,836 increase in the combined ending fund balance of the District's governmental funds. The fund balance of the Lighting and Landscaping Zone 8 fund increased by \$58,185, the fund balance of the Lighting and Landscaping Zone 9 fund increased by \$51,265, the fund balance of the community center fund did not change, and the fund balance of the general fund decreased by \$32,614. At year-end, the combined fund balance of the governmental funds was \$1,507,529, consisting of unassigned funds, which is available for spending at the government's discretion.

Proprietary Funds

The District's proprietary fund statements provide the same type of information, in more detail, on the business-type activities presented in the government-wide financial statements.

The net position of the proprietary funds increased by \$661,222 from \$42,646,934 to \$43,308,156. The net position included \$15,525,115 in unrestricted net position which has increased by \$315,633 or 2% from the previous year. The increase in unrestricted net position is primarily due to an increase in operating revenues and decreased expenditures.

Capital Asset and Debt Administration

Capital Assets

At the end of fiscal year 2018, the District's investment in capital assets amounted to \$29,869,192 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management’s Discussion and Analysis

June 30, 2018

Capital Asset and Debt Administration (Continued)

The District’s total investment in capital assets before depreciation increased by \$1,913,177 from \$67,649,075 to \$69,562,252. Significant additions to capital assets included:

- Effluent Filtration Project (\$1,476,627)
- Water Meter Project (\$1,294,973)
- Stand-by Generator for Effluent Pump Station (\$128,817)
- Wastewater Treatment Operations and Maintenance Manual (\$72,960)
- Willow Lake WTP PLC/Control System (\$25,155)

The following table displays the changes in District’s capital assets, net of accumulated depreciation.

Town of Discovery Bay Community Services District’s Capital Assets
(net of depreciation, in rounded dollars)

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Land	\$ 415,930	\$ 415,930	\$ 307,000	\$ 307,000	\$ 722,930	\$ 722,930
Buildings and improvements	3,093,441	3,081,566	700,440	1,630,805	3,793,881	4,712,371
Treatment and collection	-	-	54,043,561	43,676,858	54,043,561	43,676,858
Structure and improvements	-	-	9,143,107	9,169,566	9,143,107	9,169,566
Equipment	293,051	302,098	868,893	920,932	1,161,944	1,223,030
Office furniture and equipment	15,307	15,307	105,467	-	120,774	15,307
Vehicles	80,133	80,133	412,999	400,638	493,132	480,771
Construction in progress	-	-	<u>82,923</u>	<u>7,648,242</u>	<u>82,923</u>	<u>7,648,242</u>
Total	3,897,862	3,895,034	65,664,390	63,754,041	69,562,252	67,649,075
Less accumulated depreciation	<u>(1,811,711)</u>	<u>(1,628,438)</u>	<u>(16,446,349)</u>	<u>(14,541,589)</u>	<u>(18,258,060)</u>	<u>(16,170,027)</u>
Net capital assets	<u>\$ 2,086,151</u>	<u>\$ 2,266,596</u>	<u>\$49,218,041</u>	<u>\$49,212,452</u>	<u>\$ 51,304,192</u>	<u>\$51,479,048</u>

Additional information on the District’s capital assets can be found in Note E of the “Notes to Financial Statements” section.

Debt Administration

At June 30, 2018, the District had \$21,435,000 in debt outstanding as compared to \$21,775,000 for the prior year. During fiscal year 2014, the District received Series 2012 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the water and wastewater systems. During fiscal year 2017, the District received series 2017 Enterprise Revenue Bonds to finance the costs of certain improvements to the water and wastewater enterprise systems. Additional information regarding the District’s debt can be found in Note F of this report.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2018

Economic Factors and Next Year's Budgets and Rates

The District has experienced moderate growth which is expected to continue over the next 3-5 years as the economy recovers. This growth will further create demand for water and wastewater services and additional capital facilities. These demands have been addressed in the District's capital improvement program. The District is currently in the process of reviewing rates for water and wastewater services to evaluate the District's financial needs and rate structure.

Contacting the District's Financial Management

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's financial accountability and compliance with applicable laws for all those with an interest in the District's finances. Questions concerning any of the information provided in this report, or requests for additional financial information can be addressed to Town of Discovery Bay Community Services District, Attention: General Manager, 1800 Willow Lake Road, Discovery Bay, California 94505.

BASIC FINANCIAL STATEMENTS

Working Draft

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Net Position

June 30, 2018

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
Assets			
Current assets:			
Cash and investments	\$ 1,613,953	\$ 16,073,984	\$ 17,687,937
Accounts receivable, net of allowance for doubtful accounts	35,334	385,386	420,720
Advances on taxes	4,637	832	5,469
Inventory	4,579	-	4,579
Non-current assets:			
Debt issuance costs-prepaid insurance, net	-	50,319	50,319
Capital assets, net of accumulated depreciation	<u>2,086,151</u>	<u>49,218,041</u>	<u>51,304,192</u>
Total assets	<u>3,744,654</u>	<u>65,728,562</u>	<u>69,473,216</u>
Deferred outflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Liabilities			
Current liabilities:			
Accounts payable	139,399	325,786	465,185
Accrued payroll	11,575	15,405	26,980
Interest payable	-	71,992	71,992
Other accrued liabilities	-	1,415	1,415
Bonds payable-current	-	490,000	490,000
Non-current liabilities:			
Compensated absences	10,892	29,068	39,960
Bonds payable	-	20,945,000	20,945,000
Unamortized bond premium	<u>-</u>	<u>541,740</u>	<u>541,740</u>
Total liabilities	<u>161,866</u>	<u>22,420,406</u>	<u>22,582,272</u>
Deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Net Position			
Net investment in capital assets	2,086,151	27,783,041	29,869,192
Unrestricted	<u>1,496,637</u>	<u>15,525,115</u>	<u>17,021,752</u>
Total net position	<u>\$ 3,582,788</u>	<u>\$ 43,308,156</u>	<u>\$ 46,890,944</u>

The accompanying notes are an integral part of this financial statement.

STATEMENT OF ACTIVITIES

Working Draft

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Activities

For the year ended June 30, 2018

		<u>Program revenues</u>		
	<u>Expenses</u>	<u>Charges for services</u>	<u>Operating grants and contributions</u>	<u>Capital grants and contributions</u>
Governmental activities				
General government	\$ 120,854	\$ 750	\$ -	\$ -
Community center	2,110	-	-	-
Lighting and landscaping Zone 8	989,937	141,929	-	-
Lighting and landscaping Zone 9	<u>97,040</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>1,209,941</u>	<u>142,679</u>	<u>-</u>	<u>-</u>
Business-type activities				
Water	3,412,240	3,872,677	-	-
Sewer	5,266,022	6,030,574	-	-
Financing Authority	<u>876,290</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>9,554,552</u>	<u>9,903,251</u>	<u>-</u>	<u>-</u>
Total government	<u>\$ 10,764,493</u>	<u>\$ 10,045,930</u>	<u>\$ -</u>	<u>\$ -</u>

General revenues

 Taxes

 Property taxes

 Homeowners property tax relief

 Assessments

 Investment income

 Other income

Transfers

 Total general revenues and transfers

Change in net position

 Net position, beginning of year

 Net position, end of year

Net (expense) revenue and changes in net position

<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Totals</u>
\$ (120,104)	\$ -	\$ (120,104)
(2,110)	-	(2,110)
(848,008)	-	(848,008)
<u>(97,040)</u>	<u>-</u>	<u>(97,040)</u>
 <u>(1,067,262)</u>	 <u>-</u>	 <u>(1,067,262)</u>
 -	460,437	460,437
-	764,552	764,552
<u>-</u>	<u>(876,290)</u>	<u>(876,290)</u>
 <u>-</u>	 <u>348,699</u>	 <u>348,699</u>
 <u>(1,067,262)</u>	 <u>348,699</u>	 <u>(718,563)</u>
 643,879	-	643,879
4,266	-	4,266
133,676	-	133,676
-	10,689	10,689
315,418	168,248	483,666
<u>(133,586)</u>	<u>133,586</u>	<u>-</u>
 <u>963,653</u>	 <u>312,523</u>	 <u>1,276,176</u>
 (103,609)	661,222	557,613
<u>3,686,397</u>	<u>42,646,934</u>	<u>46,333,331</u>
 <u>\$ 3,582,788</u>	 <u>\$ 43,308,156</u>	 <u>\$ 46,890,944</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Balance Sheet
Governmental Funds**

June 30, 2018

	<u>General fund</u>	<u>Special revenue funds</u>			<u>Total governmental funds</u>
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	
Assets					
Cash and investments	\$ 200,423	\$ 430,986	\$ 683,661	\$ 298,883	\$ 1,613,953
Accounts receivable	35,334	-	-	-	35,334
Advances on taxes	-	-	4,637	-	4,637
Inventory	-	4,579	-	-	4,579
Total assets	<u>\$ 235,757</u>	<u>\$ 435,565</u>	<u>\$ 688,298</u>	<u>\$ 298,883</u>	<u>\$ 1,658,503</u>
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ 829	\$ -	\$ 126,360	\$ 12,210	\$ 139,399
Accrued payroll	620	-	10,339	616	11,575
Total liabilities	<u>1,449</u>	<u>-</u>	<u>136,699</u>	<u>12,826</u>	<u>150,974</u>
Fund balances					
Committed to:					
Community center	-	435,565	-	-	435,565
Lighting and landscaping Zone 8	-	-	551,599	-	551,599
Lighting and landscaping Zone 9	-	-	-	286,057	286,057
Unassigned	234,308	-	-	-	234,308
Total fund balances	<u>234,308</u>	<u>435,565</u>	<u>551,599</u>	<u>286,057</u>	<u>1,507,529</u>
Total liabilities and fund balances	<u>\$ 235,757</u>	<u>\$ 435,565</u>	<u>\$ 688,298</u>	<u>\$ 298,883</u>	<u>\$ 1,658,503</u>
Reconciliation to statement of net position					
Total governmental fund balances					\$ 1,507,529
Amounts reported for governmental activities in the statement of net position are different because:					
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds					2,086,151
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds					(10,892)
Net position of governmental activities					<u>\$ 3,582,788</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds**

For the year ended June 30, 2018

	<u>General fund</u>	<u>Special revenue funds</u>		<u>Total governmental funds</u>	
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>		<u>Lighting and landscaping Zone 9</u>
Revenues					
Property taxes	\$ -	\$ -	\$ 643,879	\$ -	\$ 643,879
Reimbursements	229,162	-	56,454	13,971	299,587
Other	1,275	-	157,234	-	158,509
Assessment income	-	-	-	133,676	133,676
Homeowners property tax relief	-	-	4,266	-	4,266
Total revenues	<u>230,437</u>	<u>-</u>	<u>861,833</u>	<u>147,647</u>	<u>1,239,917</u>
Expenditures					
Payroll	73,146	-	356,926	31,776	461,848
Utilities	-	-	184,565	20,155	204,720
Repairs and maintenance	47,707	-	113,986	6,746	168,439
Other	-	-	131,653	17,566	149,219
Insurance	-	-	13,485	6,468	19,953
Professional fees	-	-	11,241	2,200	13,441
Capital outlay	-	-	11,875	-	11,875
Total expenditures	<u>120,853</u>	<u>-</u>	<u>823,731</u>	<u>84,911</u>	<u>1,029,495</u>
Excess of revenues over expenditures	<u>109,584</u>	<u>-</u>	<u>38,102</u>	<u>62,736</u>	<u>210,422</u>
Other financing sources (uses)					
Operating transfers in	69,855	-	75,967	2,500	148,322
Operating transfers out	(212,053)	-	(55,884)	(13,971)	(281,908)
Total other financing sources (uses)	<u>(142,198)</u>	<u>-</u>	<u>20,083</u>	<u>(11,471)</u>	<u>(133,586)</u>
Net change in fund balances	<u>(32,614)</u>	<u>-</u>	<u>58,185</u>	<u>51,265</u>	<u>76,836</u>
Fund balances, beginning of year	<u>266,922</u>	<u>435,565</u>	<u>493,414</u>	<u>234,792</u>	<u>1,430,693</u>
Fund balances, end of year	<u>\$ 234,308</u>	<u>\$ 435,565</u>	<u>\$ 551,599</u>	<u>\$ 286,057</u>	<u>\$ 1,507,529</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Funds
to the Statement of Activities**

For the year ended June 30, 2018

Net change in fund balances - governmental funds	\$ 76,836
Amounts reported for governmental activities in the statement of activities are different because of the following:	
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds.	(192,320)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets.	<u>11,875</u>
Change in net position of governmental activities	<u>\$ (103,609)</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Net Position
Proprietary Funds**

June 30, 2018

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<u>Assets and Deferred Outflows of Resources</u>				
Current assets				
Cash and investments	\$ 4,403,477	\$10,951,776	\$ 718,731	\$16,073,984
Accounts receivable, net	371,305	14,081	-	385,386
Interest receivable	-	-	71,992	71,992
Advances on taxes	<u>333</u>	<u>499</u>	-	<u>832</u>
Total current assets	<u>4,775,115</u>	<u>10,966,356</u>	<u>790,723</u>	<u>16,532,194</u>
Non-current assets				
Debt issuance cost - prepaid insurance	-	-	50,319	50,319
Debt service - installment receivable	-	-	21,435,000	21,435,000
Capital assets, net of accumulated depreciation	<u>10,496,043</u>	<u>38,721,998</u>	-	<u>49,218,041</u>
Total non-current assets	<u>10,496,043</u>	<u>38,721,998</u>	<u>21,485,319</u>	<u>70,703,360</u>
Deferred outflows of resources				
Total assets and deferred outflows of resources	<u>\$15,271,158</u>	<u>\$49,688,354</u>	<u>\$ 22,276,042</u>	<u>\$87,235,554</u>
<u>Liabilities, Deferred Inflows of Resources and Net Position</u>				
Current liabilities				
Accounts payable	\$ 150,366	\$ 175,420	\$ -	\$ 325,786
Accrued payroll	7,055	8,350	-	15,405
Interest payable	8,639	63,353	71,992	143,984
Bonds payable - current	-	-	490,000	490,000
Total current liabilities	<u>166,060</u>	<u>247,123</u>	<u>561,992</u>	<u>975,175</u>
Non-current liabilities				
Other accrued liabilities	1,415	-	-	1,415
Debt service - installment payable	2,572,200	18,862,800	-	21,435,000
Compensated absences	13,253	15,815	-	29,068
Bonds payable	-	-	20,945,000	20,945,000
Unamortized bond premium	-	-	541,740	541,740
Total non-current liabilities	<u>2,586,868</u>	<u>18,878,615</u>	<u>21,486,740</u>	<u>42,952,223</u>
Deferred inflows of resources				
	-	-	-	-
Net Position				
Net investment in capital assets	7,923,843	19,859,198	-	27,783,041
Unrestricted				
Board designated	3,553,317	4,356,269	-	7,909,586
Undesignated	<u>1,041,070</u>	<u>6,347,149</u>	<u>227,310</u>	<u>7,615,529</u>
Total net position	<u>12,518,230</u>	<u>30,562,616</u>	<u>227,310</u>	<u>43,308,156</u>
Total liabilities, deferred inflows of resources and net position	<u>\$15,271,158</u>	<u>\$49,688,354</u>	<u>\$ 22,276,042</u>	<u>\$87,235,554</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds**

For the year ended June 30, 2018

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
Operating revenues				
Charges for services	\$ 3,367,746	\$ 5,490,570	\$ -	\$ 8,858,316
Connection fees	504,930	540,004	-	1,044,934
Other	<u>50,078</u>	<u>118,170</u>	-	<u>168,248</u>
Total operating revenues	<u>3,922,754</u>	<u>6,148,744</u>	<u>-</u>	<u>10,071,498</u>
Operating expenses				
Depreciation	548,700	2,036,265	-	2,584,965
Contract services	591,240	1,084,292	-	1,675,532
Utilities	450,532	491,684	-	942,216
Repairs and maintenance	649,021	267,426	-	916,447
Payroll	376,116	448,790	-	824,906
Professional fees	435,944	-	-	435,944
Insurance	116,431	188,511	2,097	307,039
Miscellaneous	78,359	75,147	400	153,906
Permits and fees	52,251	39,825	-	92,076
Chemicals	26,377	58,208	-	84,585
Supplies	12,959	69,299	-	82,258
Telephone and communications	16,254	31,106	-	47,360
Directors' expenses	13,341	19,901	-	33,242
Memberships	5,692	7,958	-	13,650
Public communication	10,474	-	-	10,474
Staff training	<u>2,851</u>	<u>1,577</u>	-	<u>4,428</u>
Total operating expenses	<u>3,386,542</u>	<u>4,819,989</u>	<u>2,497</u>	<u>8,209,028</u>
Operating income (loss)	<u>536,212</u>	<u>1,328,755</u>	<u>(2,497)</u>	<u>1,862,470</u>
Nonoperating revenues (expenses)				
Investment income	-	-	39,784	39,784
Interest expense	(3,892)	(25,203)	(873,793)	(902,888)
Loss on asset disposal	(6,333)	(445,487)	-	(451,820)
Bad debt expense	<u>(19,365)</u>	<u>(545)</u>	-	<u>(19,910)</u>
Total nonoperating revenues (expenses)	<u>(29,590)</u>	<u>(471,235)</u>	<u>(834,009)</u>	<u>(1,334,834)</u>
Operating transfers in (out)	<u>261,939</u>	<u>(1,367,832)</u>	<u>1,239,479</u>	<u>133,586</u>
Change in net position	768,561	(510,312)	402,973	661,222
Net position, beginning of year	<u>11,749,669</u>	<u>31,072,928</u>	<u>(175,663)</u>	<u>42,646,934</u>
Net position, end of year	<u>\$ 12,518,230</u>	<u>\$ 30,562,616</u>	<u>\$ 227,310</u>	<u>\$ 43,308,156</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Cash Flows
Proprietary Funds**

For the year ended June 30, 2018

	Water <u>fund</u>	Sewer <u>fund</u>	Financing Authority <u>fund</u>	<u>Total</u>
Cash flows from operating activities				
Receipts from customers -	\$ 3,800,245	\$ 6,157,401	\$ -	\$ 9,957,646
Payments to vendors and suppliers	(2,896,872)	(2,204,752)	(614,176)	(5,715,800)
Payments to employees and directors	<u>(389,457)</u>	<u>(468,691)</u>	<u>-</u>	<u>(858,148)</u>
Net cash provided by (used in) operating activities	<u>513,916</u>	<u>3,483,958</u>	<u>(614,176)</u>	<u>3,383,698</u>
Cash flows from non-capital financing activities				
Principal payments on bonds payable	-	-	(340,000)	(340,000)
Interest payments on bonds payable	-	-	(875,050)	(875,050)
Premium on bonds	-	-	(32,350)	(32,350)
Transfers in (out)	<u>(92,005)</u>	<u>(1,018,669)</u>	<u>1,244,260</u>	<u>133,586</u>
Net cash used in non-capital financing activities	<u>(92,005)</u>	<u>(1,018,669)</u>	<u>(3,140)</u>	<u>(1,113,814)</u>
Cash flows from capital and related financing activities				
Acquisition of capital assets	<u>(1,341,825)</u>	<u>(223,921)</u>	<u>(1,476,628)</u>	<u>(3,042,374)</u>
Net cash used in capital and related financing activities	<u>(1,341,825)</u>	<u>(223,921)</u>	<u>(1,476,628)</u>	<u>(3,042,374)</u>
Cash flows from investing activities				
Interest income	-	-	10,689	10,689
Net cash provided by investing activities	-	-	10,689	10,689
Net increase (decrease) in cash and investments	(919,914)	2,241,368	(2,083,255)	(761,801)
Cash and investments, beginning of year	<u>5,323,391</u>	<u>8,710,408</u>	<u>2,801,986</u>	<u>16,835,785</u>
Cash and investments, end of year	<u>\$ 4,403,477</u>	<u>\$ 10,951,776</u>	<u>\$ 718,731</u>	<u>\$ 16,073,984</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities				
Operating income (loss)	\$ 536,212	\$ 1,328,755	\$ (2,497)	\$ 1,862,470
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities				
Depreciation	548,700	2,036,265	-	2,584,965
Change in assets and liabilities				
Accounts receivable	(122,510)	8,657	-	(113,853)
Debt issuance costs - prepaid insurance	-	-	2,097	2,097
Accounts payable	<u>(448,486)</u>	<u>110,281</u>	<u>(613,776)</u>	<u>(951,981)</u>
Net cash provided by (used in) operating activities	<u>\$ 513,916</u>	<u>\$ 3,483,958</u>	<u>\$ (614,176)</u>	<u>\$ 3,383,698</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Discovery Bay Community Services District (the District) is presented to assist in understanding the District's financial statements.

Description of the reporting entity

The Town of Discovery Bay Community Services District, formerly known as Discovery Bay Community Services District was formed by the residents of Discovery Bay under the authority of the Cortese-Knox Act (Gov. C. Sec. 56000). This newly formed special district was formed as a result of a petition of residents to provide services to the residents of Discovery Bay. Effective July 1, 1998, the District assumed the responsibilities, funding, and assets previously held by the dissolved Sanitation District #19. During November 1998, the residents of Discovery Bay voted to activate the latent powers of the District to include recreation; specifically, to acquire, fund, and operate a Community Center.

Effective August 13, 2003, the Local Agency Formation Commission (LAFCO) of Contra Costa County dissolved County Service Area M-8 and annexed the territory to the Town of Discovery Bay Community Services District. The District is responsible for maintaining the lighting, landscaping, and parks within Service Area M-8 of the Town of Discovery Bay.

The Town of Discovery Bay Community Services District formed an assessment district known as Ravenswood Improvement District - Discovery Bay Lighting and landscaping Zone 9 for the purpose of providing for the operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any matters covered under the California Government Code relating to a Community Services District. In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services. The District also provides water and sewer services to the Town of Discovery Bay.

As required by accounting principles generally accepted in the United States of America and the Governmental Accounting Standards Board, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

The District's financial reporting entity is composed of the following:

Primary Government:	Town of Discovery Bay Community Services District
Blended Component Unit:	Discovery Bay Public Financing Authority

In determining the financial reporting entity, the District complies with the provisions of Government Accounting Standards Board (GASB) Statements No. 61, *The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34*, and GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units - an amendment of GASB Statement No. 14*.

Blended Component Units

The Town of Discovery Bay Community Services District (the District) and the Byron Bethany Irrigation District entered into a Joint Exercise of Powers Agreement dated July 1, 2012, forming the Discovery Bay Public Financing Authority (the Authority). The Authority is authorized to borrow money for the purpose of assisting the District in financing various public capital improvements and facilities. The Authority issued revenue bonds in order to fund such expenditures. The Authority is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Authority. The financial activities of the Authority have been included (termed "blended") in these financial statements in the business-type activities. The Authority does not issue separate financial statements.

Government-wide financial statements

The Statement of Net Position and Statement of Activities display information about the primary government, the District and its blended component unit. These statements include the financial activities of the overall District government, except for fiduciary activities.

Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the District and for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund financial statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. The District presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and enterprise categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

Governmental Funds

The General Fund is the primary operating fund of the District and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds are used to account for the proceeds of the specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance particular functions or activities of the District. The reporting entity includes the following special revenue funds, all of which are reported as major funds:

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

<u>Fund</u>	<u>Brief description</u>
Community Center	Accounts for revenues and expenditures of acquiring, funding, and operating a community center.
Lighting and landscaping Zone 8	Accounts for revenues and expenditures related to maintenance of street lighting and landscaping facilities and services; local parks and recreation facilities and services; parkway facilities and services; and open space facilities and services Zone 8.
Lighting and landscaping Zone 9	Accounts for revenues and expenditures related to operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

Proprietary Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise funds, all of which are reported as major funds:

<u>Fund</u>	<u>Brief description</u>
Water Fund	Accounts for the activities of providing water services to the residents of the District. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Sewer Fund	Accounts for the activities associated with operating and maintaining the District's collection and treatment of wastewater. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Financing Authority Fund	Accounts for facilitating the financing of public capital improvements and facilities for the District's water and wastewater system. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt, and billing and collection.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The District's operating revenues include all revenues derived from water and sewage services. The enterprise funds also recognize as operating revenue, the portion of tap fees, connection fees and impact fees intended to recover the cost of connecting new customers to the system. Operating expenses include all costs related to water and sewage services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses, except for capital contributions, which represent capital contributions collected for the acquisition or construction of capital assets.

As allowed by Governmental Accounting Standards Board (GASB) Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, the District's proprietary funds follow all GASB pronouncements currently in effect as well as Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the AICPA Committee on Accounting Procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict with GASB pronouncements.

Measurement focus

In the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Basis of accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

All proprietary funds utilize the *accrual basis of accounting*. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

Cash and investments

For the purpose of financial reporting “cash and cash equivalents” includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less.

Accounts receivable

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The District provides for losses on accounts receivable using the allowance method. The allowance is based on historical experience and management’s evaluation of outstanding accounts receivable.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Debt service installment receivable

The District and the Authority have installment sale agreements whereby the District is obligated to pay to the Authority installment payments equal to the debt service requirements of the Authority's long-term debt. The debt service installment receivable represents the amount due from the District to meet the Authority's debt service requirements, which includes principal and accrued interest.

Inventory

Inventory held in the special revenue fund is carried at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Capital assets

Capital assets are reported in the applicable governmental or business-type activities columns of the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost. The District's policy is to capitalize all assets with costs exceeding certain minimum thresholds and with useful lives exceeding two years.

Depreciation has been provided on capital assets and is charged as an expense against operations each year. The total amount of depreciation taken over the years is reported on the statement of net position as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets.

Buildings and improvements	7-40 years
Equipment	5-25 years
Structures and improvements	10-50 years
Treatment and collection	5-40 years
Vehicles	5 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Compensated absences

Compensated absences are accrued as earned by employees, and consist of accruals for vacation time. The District's liability for compensated absences is reported in the Statement of Net Position for governmental activities in the government-wide financial statements.

Net position

Equity in the financial statements is classified as net position and displayed in three components as follows:

- a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to these assets.
- c. Unrestricted - Amounts not required to be reported in other components of net position.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund balances

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable - Amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

Restricted - Amounts constrained regarding use from restrictions externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or by restrictions imposed by law through constitutional provisions or enabling legislation.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Committed - Amounts constrained regarding use for specific purposes pursuant to requirements imposed by formal action of the District's highest level of decision making authority.

Assigned - Amounts constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, District manager or their designee.

Unassigned - Amounts that have not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the District's policy to use committed resources first, then assigned, and then unassigned as they are needed.

Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - Amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - Sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - Repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - Flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances - Amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities - Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effects of interfund services between funds, if any, are not eliminated in the Statement of Activities.

Property taxes

Property taxes and property assessments were levied January 1, 2017, assessed July 1, 2017 and were payable in two installments on December 10, 2017 and April 10, 2018. The County of Contra Costa bills and collects property taxes on behalf of the District.

Utility sales

Utility sales are billed on a monthly basis. Estimated unbilled utility revenue through June 30 has been accrued at year-end for the enterprise funds.

Contributed capital

Effective August 13, 2003, the District recorded contributed capital to transfer funds from County Service M-8 to Lighting and landscaping Zone 8. The Lighting and landscaping Zone 8 district became the responsibility of the District on August 13, 2003. The contributed capital represents all capital assets and assets transferred to the District.

The District has received \$18,757,813 of noncash capital contributions from developers consisting of water and sewer infrastructure.

Budgetary accounting

The District does not adopt appropriated budgets. However, the District does adopt non-appropriated budgets annually, which are approved by the Board of Directors.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the basic financial statements and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

Long-lived assets

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate that the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the fair value of the asset. Long-lived assets to be disposed of are reported at the lower of carrying amount or fair value less costs to sell.

Fair value measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs other than quoted prices included within level 1 - that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note A - Summary of Significant Accounting Policies (Continued)

New accounting pronouncements

Standards adopted

In March 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 85, *Omnibus 2017*. This Statement addresses practice issues that have been identified during implementation and application of certain GASB statements, including issues related to blending component units, goodwill, fair value measurement and application, pensions, and other post-employment benefits. The District implemented the provisions of this Statement for the year ended June 30, 2018. There was no effect on net position as a result of implementation of this Statement.

In May 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 86, *Certain Debt Extinguishment Issues*. This Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The District implemented the provisions of this Statement for the year ended June 30, 2018. There was no effect on net position as a result of implementation of this Statement.

Standards not yet adopted

In June 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The District will be required to implement the provisions of this Statement for the year ended June 30, 2021. The District has not determined the effect on the financial statements.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note B - Cash and Investments

Cash and investments as of June 30, 2018 are classified in the accompanying financial statements as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Cash and investments	\$ 1,613,953	\$ 16,073,984	\$ 17,687,937
Total cash and investments	<u>\$ 1,613,953</u>	<u>\$ 16,073,984</u>	<u>\$ 17,687,937</u>

At June 30, 2018, the District's total cash and investments at fair value were as follows:

Cash:	
Cash on hand	\$ 500
Deposits with financial institutions	<u>6,054,999</u>
Total cash	<u>6,055,499</u>
Investments:	
Certificate of deposit	6,782
Contra Costa County Treasurer	<u>11,625,656</u>
Total investments	<u>11,632,438</u>
Total cash and investments	<u>\$ 17,687,937</u>

Investment policy

The District maintains a cash and investment pool that is available for use by all funds except for the Lighting and landscaping fund whose investments were directed by Contra Costa County. Each fund type's portion of this pool is displayed on the statement of net position and balance sheet as "cash and investments". Cash balances from all participating funds are combined and invested to the extent possible, pursuant to the Board of Directors approved Investment Policy and guidelines, and the California Government Code, Section 53600, Division 2, Chapter 4 - Financial Affairs.

California statutes authorize special districts to invest idle, surplus, or reserve funds in a variety of credit instruments as provided for in the California Government Code, Section 53600.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note B - Cash and Investments (Continued)

As specified in Government Code 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing the District's funds, the primary objectives, in priority order, of the District's investment activities and of the District's investment policy shall be (1) safety, (2) liquidity, and (3) yield. It is the policy of the District to invest public funds in a manner to obtain the highest return obtainable with the maximum security while meeting the daily cash flow demands of the District as long as investments meet the criteria established by this policy for safety and liquidity and conform to all laws governing the investment of District funds.

The District is provided a broad spectrum of eligible investments under California Government Code Sections 53600-53609 (authorized investments), 53630-53686 (deposits and collateral), and 16429.1 (Local Agency Investment Fund). The District may choose to restrict its permitted investments to a smaller list of securities that more closely fits the District's cash flow needs and requirements for liquidity.

The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive) that addresses interest rate risk, credit risk, and concentrations of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Bills, Notes, and Bonds	5 years	None	None
U.S. Government Agency obligations	5 years	None	None
California Local Agency debt	5 years	None	None
Repurchase Agreements	1 year	20%	None
State Registered Warrants, Notes or Bonds	5 years	None	None
Bankers Acceptances	180 days	40%	30%
High Grade Commercial Paper	270 days	40%	10%
Negotiable Certificates of Deposit	5 years	30%	10%
Medium Term Corporate Notes	5 years	30%	5%
Mutual Funds	N/A	20%	None
Mortgage Pass-Through Securities	5 years	20%	5%
Collateralized Negotiable Instruments	5 years	15%	5%
Local Agency Investment Fund (LAIF)	N/A	None	None
Local government investment pools	N/A	None	None

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note B - Cash and Investments (Continued)

The District complied with the provisions of California Government Code (or the District's investment policy, where more restrictive) pertaining to the types of investments held, institutions in which deposits were made and security requirements. The District will continue to monitor compliance with applicable statuses pertaining to public deposits and investments.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities as necessary to provide the cash flow and liquidity needed for operations. The District's investment policy does not contain any provisions limiting interest rate risk other than what is specified in the California Government Code.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Total</u>	<u>12 months or less</u>	<u>13 - 24 months</u>	<u>25-36 months</u>	<u>37 - 48 months</u>	<u>49 - 60 months</u>	<u>More than 60 months</u>
Certificate of Deposit Contra Costa County	\$ 6,782	\$ -	\$ 6,782	\$ -	\$ -	\$ -	\$ -
Treasurer	<u>11,625,656</u>	<u>11,625,656</u>	-	-	-	-	-
Total	<u>\$11,632,438</u>	<u>\$ 11,625,656</u>	<u>\$ 6,782</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>Not Rated</u>
Certificate of Deposit Contra Costa County	\$ 6,782	N/A	\$ -	\$ -	\$ -	\$ -	\$ 6,782
Treasurer	<u>11,625,656</u>	<u>N/A</u>	-	-	-	-	<u>11,625,656</u>
Total	<u>\$11,632,438</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$11,632,438</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note B - Cash and Investments (Continued)

Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in certain types of investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2018, the District's bank balance was \$5,940,984 and \$500,000 of that amount was insured by the Federal Deposit Insurance Corporation and collateralized as required by state law and the remaining amount of \$5,440,984 was secured by a pledge of securities by the financial institution.

Investment in Contra Costa County Treasurer

The District's investment in the Contra Costa County investment pool is managed by the Contra Costa County Treasurer and is stated at fair value or amortized cost, which approximates fair value. Cash held by the Contra Costa County Treasury is pooled with other County deposits for investment purposes by the County Treasurer in accordance with the investment policy of the County Treasurer (see County Treasurer's investment policy at <http://www.co.contra-costa.ca.us/>). The Pool has established a treasury oversight committee to monitor and review the management of public funds maintained by the Pool. Participants' equity in the investment pool is determined by the dollar amount of the participant deposits,

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note B - Cash and Investments (Continued)

adjusted for withdrawals and distributed investment income. Investment income is prorated to individual funds based on their average daily cash balances. In accordance with applicable State laws, the Contra Costa County Treasurer may invest in derivative securities. However, at June 30, 2018, the Contra Costa County Treasurer’s pooled investment fund contained no derivatives or other investments with similar risk profiles.

Fair value hierarchy

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The District’s investment in the certificate of deposit is held with a commercial bank and is classified as Level 1. The District’s investment in the County of Contra Costa Treasury Pool is classified as Level 2 and its value is based on the fair value factor provided by the Treasurer of the County of Contra Costa, which is calculated as the fair value divided by the amortized cost of the investment pool.

Note C - Accounts Receivable, Net

The accounts receivable, net balance consists of the following balances as of June 30, 2018:

	<u>General</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Accounts receivable	\$ 35,334	\$ 415,434	\$ 16,566	\$ 467,334
Allowance for uncollectible	-	(44,129)	(2,485)	(46,614)
Accounts receivable, net	<u>\$ 35,334</u>	<u>\$ 371,305</u>	<u>\$ 14,081</u>	<u>\$ 420,720</u>

Note D - Interfund Transactions

Interfund transactions consist of the following:

Transfers between funds

Resources may be transferred from one District fund to another with approval. The purpose of the majority of transfers is to reimburse a fund which has made an expenditure on behalf of another fund. Less often, a transfer may be made to open or close a fund.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note D - Interfund Transactions (Continued)

Transfers between funds during the year ended June 30, 2018 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
General fund	\$ 69,855	\$ 212,053
Community center	-	-
Lighting and landscaping zone 8	75,967	55,884
Lighting and landscaping zone 9	2,500	13,971
Major Proprietary Funds		
Water fund	414,500	152,561
Sewer fund	87,276	1,455,108
Financing authority	<u>1,246,631</u>	<u>7,152</u>
Total interfund transfers	<u>\$ 1,896,729</u>	<u>\$ 1,896,729</u>

In general, the District uses interfund transfers to:

- Transfer unrestricted revenues collected in the water and sewer fund to help finance various programs and capital projects accounted for in other funds
- Fund operations (move revenues from the funds that collect them to the funds that statute or budget requires to expend them)
- Fund interdepartmental cost reimbursement
- Fund capital projects

The effect of the interfund activity has not been eliminated from the government-wide financial statements as the amounts relate to transfers between governmental and business-type activities. The transfers have resulted from deposits made by Contra Costa County into the Sewer and Water Fund for revenues of the General Fund.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note E - Capital Assets

Capital asset activity for the year ended June 30, 2018, is as follows:

	Balance <u>June 30, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	Balance <u>June 30, 2018</u>
Governmental activities					
Nondepreciable capital assets					
Land	\$ 415,930	\$ -	\$ -	\$ -	\$ 415,930
Total nondepreciable capital assets	<u>415,930</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>415,930</u>
Depreciable capital assets					
Equipment	302,098	-	(9,047)	-	293,051
Buildings and improvements	3,081,566	11,875	-	-	3,093,441
Office furniture and equipment	15,307	-	-	-	15,307
Vehicles	80,133	-	-	-	80,133
Total depreciable capital assets	3,479,104	11,875	(9,047)	-	3,481,932
Less accumulated depreciation	<u>(1,628,438)</u>	<u>(192,320)</u>	<u>9,047</u>	<u>-</u>	<u>(1,811,711)</u>
Net depreciable capital assets	<u>1,850,666</u>	<u>(180,445)</u>	<u>-</u>	<u>-</u>	<u>1,670,221</u>
Net capital assets	<u>\$ 2,266,596</u>	<u>\$ (180,445)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,086,151</u>
Business-type activities					
Nondepreciable capital assets					
Land	\$ 307,000	\$ -	\$ -	\$ -	\$ 307,000
Construction in progress	7,648,242	1,550,987	-	(9,116,306)	82,923
Total nondepreciable capital assets	<u>7,955,242</u>	<u>1,550,987</u>	<u>-</u>	<u>(9,116,306)</u>	<u>389,923</u>
Depreciable capital assets					
Buildings and improvements	1,630,805	-	(930,365)	-	700,440
Treatment and collection	43,676,858	1,320,128	(69,731)	9,116,306	54,043,561
Structures and improvements	9,169,566	-	(26,459)	-	9,143,107
Equipment	920,932	136,685	(66,448)	(122,276)	868,893
Office equipment	-	-	(16,809)	122,276	105,467
Vehicles	400,638	34,574	(22,213)	-	412,999
Total depreciable capital assets	55,798,799	1,491,387	(1,132,025)	9,116,306	65,274,467
Less accumulated depreciation	<u>(14,541,589)</u>	<u>(2,584,965)</u>	<u>680,205</u>	<u>-</u>	<u>(16,446,349)</u>
Net depreciable capital assets	<u>41,257,210</u>	<u>(1,093,578)</u>	<u>(451,820)</u>	<u>9,116,306</u>	<u>48,828,118</u>
Net capital assets	<u>\$ 49,212,452</u>	<u>\$ 457,409</u>	<u>\$ (451,820)</u>	<u>\$ -</u>	<u>\$ 49,218,041</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note E - Capital Assets (Continued)

Depreciation expense was charged to function and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

Governmental activities:

Lighting and landscaping Zone 8	\$ 178,080
Lighting and landscaping Zone 9	12,130
Community center	<u>2,110</u>
Total depreciation expense - Governmental activities	<u>\$ 192,320</u>

Business-type activities:

Water	\$ 548,700
Sewer	<u>2,036,265</u>
Total depreciation expense - Business-type activities	<u>\$ 2,584,965</u>

Note F - Long-Term Debt

The District generally incurs long-term debt to finance projects or purchase assets which will have useful lives equal to or greater than the related debt.

Government-Wide Financial Statements

Long-term debt and other financial obligations are reported as liabilities in the appropriate activities. Bond premiums are deferred and amortized over the life of the bonds using the straight-line method.

Fund Financial Statements

The Governmental Fund Financial Statements do not include the long-term debt, as this liability is not payable in the current period. The face amount of debt issued and any premiums received are reported as other financing sources.

Proprietary Fund Financial Statements use the same principles as those used in the Government-Wide Financial Statements.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note F - Long-Term Debt (Continued)

Bond Issuance Costs and Premiums

For proprietary fund types, bond premiums are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium. With the implementation of Government Accounting Standards Board (GASB) Statement No. 65, the bond issuance costs, other than prepaid insurance, are required to be expensed in the year incurred.

Current year business-type transactions and balances

The District's debt issues and transactions are summarized below and discussed in detail thereafter:

	<u>Original Amount</u>	<u>Balance June 30, 2017</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance June 30, 2018</u>	<u>Due within one year</u>
Business-type Activity Debt						
Discovery Bay Public						
Financing Authority						
Series 2012						
Enterprise Revenue						
Bonds	\$ 14,150,000	\$ 12,950,000	\$ -	\$ (310,000)	\$ 12,640,000	\$ 315,000
Discovery Bay Public						
Financing Authority						
Series 2017						
Enterprise Revenue						
Bonds	8,825,000	8,825,000	-	(30,000)	8,795,000	175,000
Unamortized Premium	<u>659,405</u>	<u>574,090</u>	<u>-</u>	<u>(32,350)</u>	<u>541,740</u>	<u>-</u>
Totals	<u>\$23,634,405</u>	<u>\$ 22,349,090</u>	<u>\$ -</u>	<u>\$ (372,350)</u>	<u>\$ 21,976,740</u>	<u>\$ 490,000</u>

2012 Enterprise Revenue Bonds

In August 2012, the Discovery Bay Public Financing Authority issued \$14,150,000 in enterprise revenue bonds Series 2012 to finance the acquisition and construction of certain improvements to the water and wastewater systems.

Pursuant to an Installment Purchase Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

The bonds carry coupon interest rates ranging from 1.00%-5.00% and are scheduled to mature in fiscal year 2043. Interest is payable semi-annually on December 1st and June 1st each year, while principal installments ranging from \$290,000 to \$805,000 are payable each year on December 1st.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note F - Long-Term Debt (Continued)

2017 Enterprise Revenue Bonds

In April 2017, the Discovery Bay Public Financing Authority issued \$8,825,000 in enterprise revenue bonds Series 2017 to finance the costs of certain improvements to the water and wastewater systems.

Pursuant to an Installment Purchase Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

The bonds carry coupon interest rates ranging from 2.00%-5.00% and are scheduled to mature in fiscal year 2048. Interest is payable semi-annually on December 1st and June 1st each year, while principal installments ranging from \$30,000 to \$1,075,000 are payable each year on December 1st.

Annual debt service requirements for business-type debt are shown below:

<u>For the year ending June 30,</u>	<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2019	\$ 490,000	\$ 858,088
2020	505,000	845,881
2021	520,000	827,998
2022	540,000	806,731
2023	560,000	784,665
2024-2028	3,125,000	3,592,005
2029-2033	2,875,000	3,008,286
2034-2038	3,495,000	2,362,832
2039-2043	4,350,000	1,486,671
2044-2048	4,975,000	496,917
Total	\$ 21,435,000	\$ 15,070,074

Note G - Deferred Compensation Plan

Employees of the District may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation plan is available to all full-time employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death or unforeseeable emergency. Total employer and employee contributions to the plan during the year ended June 30, 2018 were \$23,216.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note H - Compensated Absences

Employees accrue vacation leave based on length of service. Accumulated vacation leave is subject to maximum accruals for all employees. As of June 30, 2018, the District's accrued liability for accumulated unused vacation leave is \$39,960. Employees are paid for their accumulated unused vacation leave upon separation from service. The liability is expected to be liquidated with future resources and not with expendable available financial resources.

Note I - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; risk of loss to employees; and natural disasters. The District is a member of the Special Districts Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs for the pooling of self-insured losses to purchase excess insurance or reinsurance and to arrange for group-purchased insurance and administrative expenses. At June 30, 2018, the District participated in the property, general and auto liability, and workers' compensation programs of the SDRMA.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal years 2018, 2017, and 2016. Liabilities of the District are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. The District considers claims insured and reported, as well as claims incurred but not reported, to be immaterial and has not accrued an estimate of such claims payable.

The District is covered by the following types of insurance through the SDRMA as of June 30, 2018:

<u>Coverage</u>	<u>Limits of liability</u>
General liability	\$ 10,000,000
Public officials and employees errors	10,000,000
Elected officials personal liability	500,000
Employment practices liability	10,000,000
Employee benefits liability	10,000,000
Employee and public officials dishonesty coverage	1,000,000
Auto liability	10,000,000
Uninsured/underinsured motorists	1,000,000
Property coverage	1,000,000,000
Boiler and machinery	100,000,000
Statutory workers' compensation	Statutory

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Basic Financial Statements

June 30, 2018

Note J - Governing Board

The powers of the District are exercised by a Board of Directors consisting of five directors each elected for a term of four years by the qualified electors within the District.

As of June 30, 2018, the members of the District's Board of Directors were as follows:

<u>Director</u>	<u>Term expires</u>
Kevin Graves	December 2018
Chris Steele	December 2018
Robert Leete	December 2018
Bill Pease	December 2020
Bill Mayer	December 2020

Note K - Contingencies and Commitments

The District is involved in litigation arising in the ordinary course of operations that, in the opinion of management, will not have a material effect on the financial condition of the District. In addition, the District has entered into construction and service contracts with various companies. Many of the contracts are considered fixed fee arrangements. However, work under these contracts could be discontinued at the direction of the District. Therefore, it is the opinion of management that a fixed commitment does not exist.

Note L - Subsequent Event

In December 2018, the District entered into a promissory note agreement with the Hofmann Land Development Company. The District will receive annual principal and interest payments and the note matures in December 2023.

REQUIRED SUPPLEMENTARY INFORMATION

Working Draft

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Revenues, Expenditures, and Changes in
Fund Balance - Budget and Actual -
Major Special Revenue Fund**

Year ended June 30, 2018

	Lighting and Landscaping Zone 8		
	Budgeted amounts <u>original/final</u>	Actual amounts	Variance with final budget positive/ (negative)
Revenues			
Property taxes	\$ 616,220	\$ 648,145	\$ 31,925
Other	112,600	157,234	44,634
Reimbursements	<u>14,207</u>	<u>56,454</u>	<u>42,247</u>
Total revenues	<u>743,027</u>	<u>861,833</u>	<u>118,806</u>
Expenditures			
Payroll expenses	336,000	356,926	(20,926)
Utilities	158,000	184,565	(26,565)
Other	108,600	131,653	(23,053)
Repairs and maintenance	106,850	113,986	(7,136)
Insurance	6,200	13,485	(7,285)
Professional fees	15,720	11,241	4,479
Capital outlay	<u>73,500</u>	<u>11,875</u>	<u>61,625</u>
Total expenditures	<u>804,870</u>	<u>823,731</u>	<u>(18,861)</u>
Excess (deficiency) of revenues over expenditures prior to other financing sources (uses)	<u>(61,843)</u>	<u>38,102</u>	<u>99,945</u>
Other financing sources (uses)			
Operating transfers in	-	75,967	75,967
Operating transfers out	<u>-</u>	<u>(55,884)</u>	<u>(55,884)</u>
Total other financing sources (uses)	<u>-</u>	<u>20,083</u>	<u>20,083</u>
Net change in fund balance	(61,843)	58,185	120,028
Fund balance, beginning of year	<u>493,414</u>	<u>493,414</u>	<u>-</u>
Fund balance, end of year	<u>\$ 431,571</u>	<u>\$ 551,599</u>	<u>\$ 120,028</u>

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Required Supplementary Information

June 30, 2018

The manager of the District prepares an expenditure budget annually which is approved by the Board of Directors setting forth the contemplated fiscal requirements. The District's budgets are maintained on the modified accrual basis of accounting. The results of operations are presented in the budget to actual schedule in accordance with the budgetary basis.

Reported budget amounts reflect the annual budget as originally adopted. There were no amendments to the budget during the year ended June 30, 2018. The budget amounts are based on estimates of the District's expenditures and the proposed means of financing them. Actual expenditures for capital outlay, debt service and contingencies may vary significantly from budget due to timing of such expenditures.

Working Draft

OTHER INDEPENDENT AUDITORS' REPORT

Working Draft

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Directors
Town of Discovery Bay Community
Services District
Discovery Bay, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** (the District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 22, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

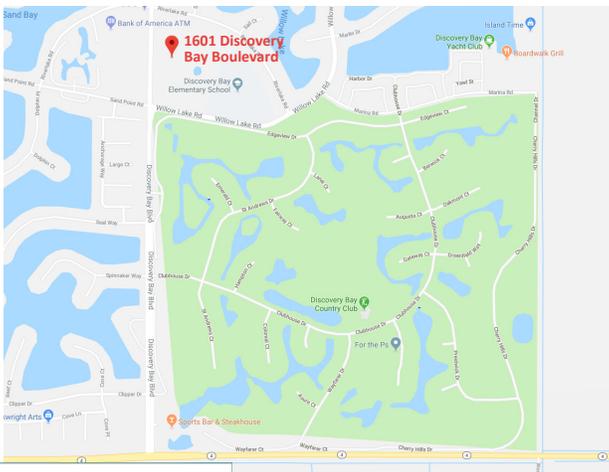
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants
Stockton, California
March 22, 2019



What Will Your Community Be in 2040?

Join a conversation about the future of your community and of Contra Costa County. The County is updating its General Plan and Zoning Code – a project called “Envision Contra Costa 2040” – setting a path for the future of conservation and development in the unincorporated county for the next twenty years. To kick off this process, the County is hosting a series of Community Meetings to listen to your ideas about the future of your community and issues that need to be addressed, and to help everyone understand the role and importance of these plans and the update process.



Discovery Bay Residents... We Want to Hear From You!

Discovery Bay Community Meeting #1

Location:

Discovery Bay Community Center
1601 Discovery Bay Boulevard
Discovery Bay, CA 94505

Date: Wednesday, April 24th 2019

Time: 6:00 PM

For more information and to share your ideas online, visit:

envisioncontracosta2040.org



FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
FEBRUARY 14, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:03 AM at Buchanan Field Airport.

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Russell Roe, District V
Eric Meinbress, Member At-Large
Dale Roberts, District I
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill

ABSENT: **Roger Bass**, District II
Ronald Reagan, District III
Mike Bruno, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airport – Operations
Alina Zimmerman, Administrative Assistant
Will Nelson, Principal Planner

**OPENING
COMMENTS**

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Airport staff announced: 1) 100% completion of required Brown Act and Ethics Training for the Aviation Advisory Committee (AAC); 2) the Airport Committee is recommending Emily Barnett for the member at large position; 3) 11th Tenant Appreciation Barbeque scheduled for Thursday, May 2, 2019; and 4) the Aircraft Rescue and FireFighting (ARFF) emergency exercise is scheduled for October 7-11, 2019.

The AAC Chair announced, on behalf of District III staff, that Byron Airport will be included in discussions of the Northern Waterfront Economic Development Initiative Ad Hoc Committee (NWEDI) meetings for the purpose of improving the Town of Byron and the Byron Airport. This item will be placed on the April AAC agenda for further discussions and possible presentation.

**APPROVAL OF
1/10/19 MINUTES:**

Moved by Tom Weber; seconded by Dale Roberts. Yes: Maurice Gunderson, Eric Meinbress, Russell Roe, Emily Barnett, Keith McMahan, Derek Mims and Steven Starratt. No: None. Abstained: None. Absent: Ronald Reagan, Mike Bruno, Donna Dietrich, Roger Bass.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Emily Barnett. Yes: Keith McMahan, Derek Mims, Dale Roberts, Maurice Gunderson, Eric Meinbress, Russell Roe, and Steven Starratt. No: None. Abstained: None. Absent: Ronald Reagan, Mike Bruno, Roger Bass, Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

No items were pulled from consent.

b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, Milestones and Status of Deliverables

On February 1, 2019, Will Nelson with the Department of Conservation and Development (DCD) sent chapters from the Administrative Draft Economic Impact Report (ADEIR) to Contra Costa County (County) staff for review for the Byron Airport General Plan Amendment. Most of the ADEIR has been submitted to the County, but the Cumulative Impact Analysis section is still outstanding. The review timeframe will depend on how quickly County staff can review the ADEIR and how many revisions are necessary. The next step will be to distribute the Draft EIR for public review. Going forward, the AAC is expected to receive updates at their scheduled monthly meetings until the project is complete.

c. Discuss the Selection Committee ranking to lease the maintenance hangar located at 505 Eagle Court at Byron Airport

Airport staff received two proposals from West Coast Air Sports dba Bay Area Skydiving and Skyview Aviation who does aviation maintenance and operates a flight school. The Selection Committee ranked the two proposals and unanimously ranked Skyview Aviation as the number one entity. Approval to negotiate a long-term lease for the County-owned maintenance hangar is scheduled to go before the Board of Supervisors (Board) on February 26, 2019. Staff explained the value of having a maintenance and flight school business as there has never been one before at the Byron Airport.

d. Discuss the F-row improvement project at Buchanan Field Airport

The F-row reskin and door replacement project began on September 11, 2018 and was completed on January 22, 2019. There were no reports of theft in the hangars during the project as storage containers and additional security monitoring locks were provided. Since the completion of the project, there have been some minor warranty issues, but Airport staff are working closely with the

tenants to make sure these issues get resolved as quickly as possible. This is the first time a reskinning and door replacement has been done on the County-owned hangars. Staff plans to perform the same project for each row as time and funds become available. Staff thanked the tenants for their continued patience during the project and plans to improve the project process overtime for the rest of the hangar rows on the east ramp at Buchanan Field Airport.

e. Discuss the 4.6-acre development at Buchanan Field Airport

This property is located at the northwest corner of Marsh Drive and Solano Way. 80% is within the City of Concord (City) and 20% is within the County. One of the partners decided to step out of the proposed development; however, a new partner, Claremont Companies, LLC., has stepped in and are working closely with the City and County to move through the development process. There is some investigating regarding a possible fault line that may be proximate. Once that is resolved, the partnership is expected to submit a development application with the City within 30-45 days.

f. Discuss the construction activity related to the 3-acre industrial business park development at Buchanan Field Airport

This property is located northwest corner of Marsh Drive and Sally Ride Drive. The development is proceeding at a slow pace; however; the development team (Montecito Commercial Group) anticipates applying for building permits within the next few months once the environmental mitigation compliance review is complete. Montecito expects to break ground in spring 2019.

g. Discuss the potential assignment of Pacific States Aviation's lease at Buchanan Field Airport

Airport staff were recently approached by Pacific States Aviation, Inc. (PSA) about getting Board approval for a potential lease assignment of 51 John Glenn Drive, which is needed before a transition can occur. Staff received approval from the Board on December 4, 2018, but nothing has progressed since the initial request by PSA.

h. Discuss FAA funding related to the Runway 14L/32R project at Buchanan Field Airport

Airport staff reported funding for the Runway 14L/32R rehabilitation project is underway and expected around July/August 2019. Staff are still waiting for approval from the Federal Aviation Administration (FAA) for the Runway design method using Cold In-Place Recycling (CIR). In September 2017, staff submitted a letter to the FAA to review and consider a Modification of Airport Standards to re-pave the existing pavement using the proposed CIR method. This method is preferred as it is lower in cost, more environmentally friendly and has a quicker turnaround time. Staff expects a formal response from the FAA within the next 60 days.

i. Discuss the Taxiway B closures at Buchanan Field Airport

Airport staff reported parts of Taxiway B, from Runway 19L to Taxiway M, have been closed for safety reasons related to pavement failure issues. Airport Operations staff plans to remove the lighting, marking, and barricades. A permanent Notice to Airmen has been issued. The remaining portion of Taxiway B will have some rehab completed in 2019.

j. Discuss pilot-controlled lighting at Buchanan Field Airport

Over the years, pilots have asked whether or not pilot-controlled lighting could be installed for energy cost savings and noise abatement purposes. Airport staff reported while the idea is favorable, the airfield is currently not setup to have pilot-controlled lighting as having intersecting runways could cause a potential aircraft safety hazard at night. AAC member Russell Roe volunteered to do more research on the proposed idea. The project will be further researched with the airfield lighting project scheduled in a few years.

k. Follow-up discussion on the Buchanan Field and Byron Airport Airport Capital Improvement Plan

Included in the AAC meeting packet was the Buchanan Field and Byron Airports Capital Improvement Plan (ACIP) for 2019-2034. The ACIP is a FAA nationwide planning tool for identifying and prioritizing critical airport development and associated capital needs. There was concern regarding the airfield electrical system assessment not being completed until 2034; however, items on the ACIP may be moved up depending on funding availability, change in priorities and/or critical need. Since this project has a low dollar amount cost, it is most likely to be moved up the list to be completed at a sooner time. Airport staff will evaluate if this project could be considered earlier.

l. Discuss updates of the hangar and tie-down agreements for Buchanan Field and Byron Airport

Due to the adoption of the new Airport rates and charges, all hangar and tie-down agreements will need to be re-executed to reflect lower rent. As such, staff is looking at revising all of the agreements to have consistency between both airports, to be more clear on terms and conditions, and to update provisions consistent with industry standards.

m. Discuss the Buchanan Field and Byron Airport 2018 fuel flowage report

Included in the AAC meeting packet was the 2018 fuel flowage report for both airports. Airport staff reported there was a significant decrease in 100 low lead (100LL) fuel and increase in Byron Jet A fuel. Staff also pointed out there was a slight decrease in 100LL fuel in 2018 with the Buchanan Field fixed-base operators due to the California Wildfires. Byron Airport continues to have one of the lowest fuel prices in an effort to get more traffic at the airport.

FUTURE AGENDA ITEMS/COMMENTS

- Byron Airport General Plan Amendment
- Byron Airport 36-acre development
- Summary of simplified/comprehensive plans/regulations related to the zoning surrounding Byron Airport
- NWEDI discussion and possible presentation related to Byron Airport for April AAC meeting

ADJOURNMENT: The Chair adjourned the meeting at 11:13 a.m. in memory of Ward Comeaux and Pradeep Panikar.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
MARCH 14, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:01 AM at Buchanan Field Airport.

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Eric Meinbress, Member At-Large
Dale Roberts, District I
Keith McMahan, City of Concord
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Cody Moore, Airport Business Association

ABSENT: **Russell Roe**, District V
Roger Bass, District II
Donna Dietrich, Airport Neighbor – Pacheco

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airport – Operations

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Airport staff announced the Experimental Aircraft Association will be hosting the Ford Tri-Motor event at Pacific States Aviation, Inc. (51 John Glenn Drive, Concord, CA 94520) March 14-17. Staff also announced they will be sending future airport newsletters via e-blasts in an effort to get more readers.

AAC member Ronald Regan thanked the AAC and airport staff for the many thank you cards, and kind words received during and after his surgery.

The American Red Cross will be hosting a Sound the Alarm event on Saturday, April 27, 2019, where 80 volunteers are needed to work alongside fire departments and other local groups, to install free smoke alarms, replace batteries in existing alarms, etc.. If you are interested in volunteering, email Amy.herger@redcross.org.

**APPROVAL OF
2/14/19 MINUTES:**

Moved by Tom Weber; seconded by Derek Mims. Yes: Maurice Gunderson, Cody Moore, Eric Meinbress, Emily Barnett, Keith McMahon, Dale Roberts, Ronald Reagan, and Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich, Roger Bass, and Russell Row.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Cody Moore. Yes: Emily Barnett, Keith McMahon, Derek Mims, Dale Roberts, Maurice Gunderson, Eric Meinbress, Ronald Reagan, and Steven Starratt. No: None. Abstained: None. Absent: Russell Roe, Roger Bass, Donna Dietrich.

PRESENTATIONS:

a. Discuss the comprehensive plans/regulations related to the zoning surrounding Byron Airport

Airport staff presented an overview of the Airport Layout Plan and its relationship to the associated land use (General Plan and zoning) and environmental (East Contra Costa Conservancy Habitat Conservation Plan) for the Byron Airport. The presentation gave the AAC more of an understanding of the parameters and goal of the Byron Airport General Plan Amendment (GPA) process.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

No items were pulled from consent.

b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, Milestones and Status of Deliverables

The administrative draft Byron General Plan Amendment (GPA) is currently being reviewed by Contra Costa County (County) staff. There is a list of items in the administrative draft Environmental Impact Report (ADEIR) that need to be addressed before it can go for public review. This will likely delay the project. There is concern from the AAC and County staff primarily related to the biological resources and traffic impacts and related mitigations that is currently in the ADEIR prepared by Dudek. County staff are planning discussions with multiple entities to mitigate these concerns.

c. Discuss the 36-acre FAA release of property for non-aeronautical use at Byron Airport

County staff is in discussions with the developer about the work that needs to be done for the proposed 36-acre development. Airport staff need approval from the Federal Aviation Administration (FAA) to release the 36-acres for non-aeronautical use and are working closely with consultants, Mead & Hunt, on the release request documentation and other related items.

d. Discuss UAS/drone/technology testing at Buchanan Field and Byron Airports

On February 26, 2019, the Board of Supervisors (Board) authorized Airport staff to promote and market Buchanan Field and Byron Airport as testing locations for aeronautical technologies (a.k.a. drones). A drone company is in the process of purchasing a building located at 1500 Sally Ride Drive at Buchanan Field Airport from Buchanan Aviation Services. VOLEY RE, LLC. is a San Francisco based company that specializes in aviation related UAS/drone operations. Marketing both airports with these new technologies will help bring local jobs and economic investment to Contra Costa County.

e. Discuss the 3-acre development at Buchanan Field Airport

This piece of property is located on the northeast corner of Marsh Drive and Sally Ride Drive on the west side of Buchanan Field Airport. The developer, Montecito Commercial Group, is in the final stages of the environmental review process and anticipates applying for building permits within the next month in order to start construction this year.

f. Discuss the Highway 4 construction project and use of cranes affecting Buchanan Field operations

On February 7th, Airport staff were notified of unauthorized crane activity off the approach end of Runway 19R at Buchanan Field Airport. The crane activity is associated with the Highway 4 widening project by Contra Costa Transit Authority (CCTA). Given the location, Air Traffic Control Tower and Airport staff were concerned, but able to negotiate with CCTA to lower the crane in an effort to prevent interference with airport and runway operations.

g. Discuss the 11th annual Tenant Appreciation Barbeque to take place on Thursday, May 2, 2019, at Buchanan Field Airport

The 11th annual Tenant Appreciation Barbeque will take place on Thursday, May 2, 2019, at Buchanan Field Airport from 11:30 a.m. until 2:00 p.m.. An evite will be sent to tenants on March 15th with a deadline to RSVP by Friday, April 19th. Tenants are once again encouraged to RSVP as it helps staff determine how much food should be ordered. Airport staff looks forward to another great barbeque to show appreciation to the tenants.

h. Select two AAC members to participate on the new hangar/tie-down agreements working group

Following the adoption of the airports' new rates and charges, Airport staff are revising all hangar and tie-down agreements to reflect necessary changes, the lower rents and bring consistency between both airports. Staff will be working with stakeholders once the draft documents are available and are requesting two AAC members to participate on the hangar/tie-down agreements working group. Eric Meinbress and Dale Roberts volunteered to participate in the working group.

i. Discuss the ConFire Station 9 proposal to relocate to Center Avenue and Willow Street at Buchanan Field Airport

Contra Costa County Fire Protection (ConFire) is looking to relocate Fire Station 9 to approximately 4-acres of vacant land on the corner of Center Avenue and Willow Street on the west side at

Buchanan Field Airport. There is a creek that exists on the property that will need to be addressed through the environmental process. Airport staff are in negotiations with ConFire to determine a ground rental rate. ConFire is also proposing a 10,000 square foot hangar to accommodate future helicopter operations.

j. Discuss 17-acre FAA release of property request for non-aeronautical use at Buchanan Field Airport

On December 4, 2018, the full Board authorized Airport staff to negotiate a long-term ground lease with Montecito Commercial Group, LLC. to develop about 17-acres of vacant land located on the west side of Buchanan Field Airport for non-aeronautical use. Airport staff continues to work with consultants, Kimley-Horn & Associates on the FAA process in order to get approval to release the 17-acres of land for non-aeronautical use. The release process is expected to be lengthy given it has to go through the FAA. Staff will continue to provide updates as they come.

k. Discuss the draft Airport Layout Plan for Buchanan Field

Airport staff are updating the Buchanan Field Airport Layout Plan which includes the 17-acres of land noted above (agenda item 6.j) for non-aeronautical use. Staff will be sending the FAA documentation for review and approval within the next few weeks to release the land.

l. Discuss the status of the Federal Aviation Administration review of Runway 14L/32R pavement design project

Consultants, Mead & Hunt, completed the design plans for the Runway 14L/32R pavement project back in 2017. The FAA is still reviewing the Modification of Standards submitted by Airport staff in September 2017 to approve using a cold-in-place recycling method for the project. Since then, the FAA has implemented new funding reimbursement criteria that would significantly increase the cost of the project using airport enterprise funds. A meeting has been set-up with the FAA Regional Director to discuss new rules, and challenges, and possible options.

FUTURE AGENDA ITEMS/COMMENTS

- Byron Airport General Plan Amendment
- Byron Airport maintenance hangar lease discussion
- Aircraft Owners and Pilots Association Fly-In event in June 2019 at Livermore Airport
- Northern Waterfront Economic Development Initiative discussion and possible presentation related to Byron Airport

ADJOURNMENT: The Chair adjourned the meeting at 11:43 a.m..

Discovery Bay P-6 Citizen Advisory Committee

Lesley Belcher, Chair
Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513
Respectfully submitted by:
Deputy Chief of Staff, Lea Castleberry

*The Discovery Bay P-6 Citizen Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the Office of the Sheriff.*

Draft Record of Actions

6:00 p.m.

January 9, 2019

MEMBERS PRESENT: Chair Belcher, Vice Chair Kane, Committee Member Mankin and Committee Member Selby

MEMBERS ABSENT: None

PRESENTATION OF COLORS: Led by Chair Belcher

APPROVAL OF AGENDA: Motion to approve agenda as presented made by Vice Chair Kane. Second made by Committee Member Selby. Motion Carried 4-0. AYES: Belcher, Kane, Mankin and Selby

PUBLIC COMMENTS: Terry Mahoney – Thank you to the Sheriff’s Department for the Speed Sign Trailer.

OFFICE OF THE SHERIFF – Monthly Calls for Service: Lt. Foley, Crime Prevention Specialist provided the monthly activity report for the months of October, November and December.

CONSENT ITEMS:

- a. **Approval of Record of Actions for October 24, 2018:** Motion to accept the Record of Actions as presented made by Committee Member Mankin. Second made by Vice Chair Kane. Motion carried 4-0. Belcher, Kane, Mankin and Selby.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. **Update on Discovery Bay License Plate Readers:** Lt. Foley reported they are still working on approvals through Caltrans to place License Plate Readers on their poles. The Sheriff’s Department recently applied for an encroachment permit and exemption request to the State. They are hopeful the process will move forward and be able to start installation by this Summer.
- b. **Review and Approve the 2019 Workplan:** Motion to approve as presented made by Committee Member Mankin. Second made by Vice Chair Kane. Motion carried 4-0. Belcher, Kane, Mankin and Selby.
- c. **Rotation of Chair and Vice Chair:** Motion to nominate Joe Selby as Chair and Lesley Belcher as Vice Chair made by Richard Kane. Second made by Committee Member Mankin. Motion carried 4-0. Belcher, Kane, Mankin and Selby.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-12/04/18 Letter from Charles W. Helfrick
- b. S-12/06/18 Letter from Supervisor Diane Burgis to Charles W. Helfrick

FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business before the Discovery Bay P-6 Citizen Advisory Committee, Chair Belcher adjourned the meeting at 6:29pm. The next regularly scheduled Discovery Bay P-6 Citizen Advisory Committee meeting on April 10, 2019 at 6:00p.m. to be held at the Discovery Bay Community Center, 1800 Willow Lake Road, Discovery Bay, CA 94505.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro	Carrie Nash	Brian Oftedal	Stephen Smith	Joe Young
		President	Vice President	

Meeting Minutes Board of Directors Regular Meeting

Wednesday, March 13, 2019

1. Call to Order: (6:34 pm)
2. Pledge of Allegiance: (6:34 pm)
Chief Helmick led the Pledge of Allegiance
3. Roll Call: (6:35 pm)
Directors Present: Langro, Nash, Oftedal, Smith, Young
Directors Absent:
4. Presentations: (6:35 pm)
Battalion Chief Jeff Burris present a recognition to Sam Bradley & Associates for their years of service they provided to the District for EMS Training.
5. Public Comment: (6:36 pm)
There were no (0) Public Speakers.
6. Consent Calendar: (6:36 pm)
 - a) Approve Minutes of February 13, 2019 Board of Directors Meeting

- b) Approve Investment Policy for Other Post-Employment Benefits Trust Account

Motion by: Director Young to approve Consent Calendar Items: a, b
Second by: Director Nash
Vote Carried: 5:0:0
Ayes: Langro (b only), Nash, Oftedal, Smith, Young
Noes:
Abstained: Langro (a only)
Absent:

Item 10. a was taken out of order

10. Report of the Fire Chief / Informational Staff Reports: (6:38 pm)

- a) Presentation and Discussion on Potential Partnership with Ironhouse Sanitation District for New Regional Training Facilities and Related Next Steps

Chief Helmick and Ironhouse Sanitation District General Manager Chad Davidson made a presentation, responded to questions and received input from the Board.

There were no (0) Public Speakers.

7. Finance Committee Report:

- a.) Mid-Year Operating Budget Amendment for Strategic Plan Implementation Action Plan: (7:14 pm)

There were no (0) Public Speakers.

Motion by: Vice President Smith to approve Mid-Year Operating Budget Amendment for Strategic Plan Implementation Action Plan
Second by: Director Young
Vote Carried: 5:0:0
Ayes: Langro, Nash, Oftedal, Smith, Young
Noes:
Abstained:
Absent:

- b.) Approve Contract with NBS Government Finance Group for Development Impact Fee, Community Facilities District Formation and User Fee Studies: (7:19 pm)

There were no (0) Public Speakers.

Motion by: Director Young to approve a contract with NBS Government Finance Group for Development Impact Fee, Community Facilities District Formation and User Fee Studies

Second by: Vice President Smith

Vote Carried: 5:0:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent:

- c.) Approve Contract with Clifford Moss for Public Education & Outreach Services: (7:27 pm)

There was one (1) Public Speaker – Bryan Scott

Motion by: Director Young to approve a contract with Clifford Moss for Public Education & Outreach Services

Second by: Director Nash

Vote Carried: 4:1:0

Ayes: Nash, Oftedal, Smith, Young

Noes: Langro

Abstained:

Absent:

- d.) Establish a Pension Rate Stabilization Fund and Select an Investment Strategy: (7:50 pm)

There were no (0) Public Speakers.

Motion by: Director Young to Establish a Pension Rate Stabilization Fund and Select the "Conservative" Investment Strategy

Second by: Director Langro

Vote Carried: 5:0:0

Ayes: Langro, Nash, Oftedal, Smith, Young

Noes:

Abstained:

Absent:

8. Strategic Planning Ad Hoc Committee Report: (7:57 pm)

9. Legislative Committee Ad Hoc Committee Report: (8:02 pm)

10. Report of the Fire Chief / Informational Staff Reports: (8:06pm)

- b) Grants Update - Battalion Chief Macumber
- c) Station 55 Update – Business Services Manager Regina Rubier
- d) Prevention Update - Battalion Chief Macumber
- e) Operational Update for February 2019 - Battalion Chief Macumber
- f) Public Outreach & Education Activities Update - Battalion Chief Macumber

Chief Helmick also provided an update on the Fire Marshal recruitment process.

11. Board Reports and Requests: (8:42 pm)

Director Smith attended the three (3) Brentwood City Council Meetings in February, as well as the Contra Costa County Fire Protection District and Board of Supervisors meeting on March 12, 2019.

Director Langro attended the Oakley City Council meeting.

Director Langro made two requests:

Director Langro stated that the District should be prepared to take a position on the City of Brentwood entertaining a proposal to build a new Senior Living Community on the west side of the city, which would be comprised of ~2400 new units. Director Langro further requested that staff analyze potential property tax transfer impacts. Chief Helmick stated that he would report on this item at the next Board of Directors meeting on April 10, 2019.

Director Langro also requested that the Legislative Update provide information on bills that impact property taxes, e.g., those that propose new property tax exemptions.

12. Date and Place of Next Meeting: Wednesday, April 10, 2019 6:30 P.M. at Brentwood City Council Chambers, 150 City Park Way, Brentwood: (8:51 pm)
13. Adjourn: (8:51 pm)